

BOARD OF SUPERVISORS

Brown County



305 E. WALNUT STREET
E-Mail: BC_County_Board@co.brown.wi.us
P. O. BOX 23600
GREEN BAY, WISCONSIN 54305-3600

PHONE (920) 448-4015 FAX (920) 448-6221

"PUBLIC NOTICE OF MEETING"

**Pursuant to Section 19.84 Wis. Stats., notice is hereby given to the public that
the following meetings will be held**

**THE WEEK OF
August 15 – 19, 2016**

MONDAY, AUGUST 15, 2016

- | | | |
|----------|--|---|
| *2:30 pm | Solid Waste Board – Meeting Cancelled | Port & Resource Recovery
2561 S. Broadway Street |
| *3:30 pm | Housing Authority | Room 604, City Hall
100 N. Jefferson Street |

TUESDAY, AUGUST 16, 2016

- | | | |
|----------|------------------------------------|---|
| *4:30 pm | Veterans' Recognition Subcommittee | Room 201, Northern Building
305 E. Walnut Street |
|----------|------------------------------------|---|

WEDNESDAY, AUGUST 17, 2016

- | | | |
|-----------|-----------------------------------|--|
| * 7:00 pm | Brown County Board of Supervisors | Legislative Room 203, City Hall
100 N. Jefferson Street |
|-----------|-----------------------------------|--|

THURSDAY, AUGUST 18, 2016

- | | | |
|----------|---|---|
| *4:00 pm | Education & Recreation Committee – <i>Tour of Fairgrounds</i> | Fairgrounds
1500 Ft. Howard Ave., De Pere |
| *4:30 pm | Library Board – East Branch facility Ad Hoc Committee | Kress Family Branch Library
333 N. Broadway, De Pere |
| *5:30 pm | Library Board/Education & Recreation Committee Joint Meeting | Kress Family Branch Library
333 N. Broadway, De Pere |

FRIDAY, AUGUST 19, 2016

(No Meetings)

PORT & RESOURCE RECOVERY DEPARTMENT

Brown County

2561 SOUTH BROADWAY
GREEN BAY, WI 54304

PHONE: (920) 492-4950 FAX: (920) 492-4957

DEAN R. HAEN

DIRECTOR

**PUBLIC NOTICE
BROWN COUNTY SOLID WASTE BOARD**

Monday, August 15th – 2:30 pm

Brown County Port & Resource Recovery
2561 S. Broadway, Green Bay, WI 54304

Agenda:

No Solid Waste Board meeting will be held in August 2016

Dean R. Haen
Director

Any person wishing to attend whom, because of disability requires special accommodation should contact the Brown County Port & Resource Recovery Department at 492-4950, two (2) working days before the meeting, so that arrangements can be made. Notice is hereby given that action by the Brown County Solid Waste Board may be taken on any of the items which are described or listed in this agenda.

AGENDA
BROWN COUNTY HOUSING AUTHORITY
Monday, August 15, 2016, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS: Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, Corday Goddard, and Andy Williams

APPROVAL OF MINUTES:

1. Approval of the minutes from the July 18, 2016 meeting of the Brown County Housing Authority.

COMMUNICATIONS:

2. Letter from HUD dated July 27, 2016 regarding award of FY 2016 Family Self Sufficiency funding.

REPORTS:

3. Report on Housing Choice Voucher Rental Assistance Program:
 - A. Preliminary Applications
 - B. Unit Count
 - C. Housing Assistance Payments Expenses
 - D. Housing Quality Standard Inspection Compliance
 - E. Program Activity/52681B (administrative costs, portability activity, SEMAP)
 - F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)
 - G. VASH Reports (new VASH and active VASH)
 - H. Langan Investigations Criminal Background Screening and Fraud Investigations

OLD BUSINESS:

4. Discussion and possible action regarding BCHA loan on property at 1239 St. Clair Street in Green Bay, WI.

The Authority may convene in closed session pursuant to Wis. Stat. 19.85(1)(g) which states a closed session may be held for purposes of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved. Authority may thereafter reconvene in open session pursuant to Section 19.85(2), Wis. Stats., to report the results of the closed session and consider the balance of the agenda.

NEW BUSINESS:

5. Discussion and possible action regarding all other BCHA loans.

INFORMATIONAL:

6. Review of Budget section of Lead the Way training.

BILLS:

FINANCIAL REPORT:

STAFF REPORT:

7. Date of next meeting: September 19, 2016.

Any person wishing to attend who, because of a disability, requires special accommodation should contact the Brown County Human Resources Office at 448-4065 by 4:30 p.m. the day before the meeting so that arrangements can be made

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VETERANS SUBCOMMITTEE

Bernie Erickson, Chair

Ed Koslowski, Vice Chair

Louise Dahlke, Jim Haskins,
Delores Pierce, Duane Pierce,
Tracy Rosinski, Joe Witkowski

****Running Total of Veterans' Certificates: 1730**

VETERANS' RECOGNITION SUBCOMMITTEE

TUESDAY, August 16, 2016

4:30 pm

Room 201, Northern Building

305 E. Walnut Street

Green Bay, WI

1. Call Meeting to Order.
2. Invocation.
3. Approve/Modify Agenda.
4. Approve/Modify Minutes of July 19, 2016.
5. Budget Status Financial Report, June, 2016.
6. Update re: Honor Rewards Program.
7. Possible Discussion re: 2016 Veterans' Appreciation Day at the Brown County Fair.
 - a) 25th Anniversary of Desert Storm.
 - b) Fair Agenda.
8. Report from CVSO Jerry Polus.
9. Comments from Carl Soderberg.
10. Report from Committee Members Present (Erickson, Dahlke, Haskins, Koslowski, Pierce, Rosinski & Witkowski).
11. Such Other Matters as Authorized by Law.
12. Adjourn.

Bernie Erickson, Chair

Notice is hereby given that action by Committee may be taken on any of the items which are described or listed in this agenda. Please take notice that it is possible additional members of the Board of Supervisors may attend this meeting, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this agenda.

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PATRICK W. MOYNIHAN JR., CHAIR

THOMAS J. LUND, VICE CHAIR

PUBLIC NOTICE OF MEETING

Pursuant to Section 19.85 and 59.094, Wis. Stats, notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held on **Wednesday, August 17, 2016 at 7:00 p.m.**, in the Legislative Room 203, 100 North Jefferson St., Green Bay, Wisconsin.

NOTICE IS HEREBY GIVEN THAT THE COUNTY BOARD MAY TAKE ACTION ON ANY ITEM ON THE AGENDA

The following matters will be considered:

Call to Order.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call.

1. **Adoption of Agenda.**
2. **Comments from the Public:**
 - a. State name and address for the record.
 - b. Comments will be limited to five minutes.
 - c. The Board's role is to listen and not discuss comments nor take action on those comments at this meeting.
3. **Approval of Minutes of July 20, 2016.**
4. **Announcements of Supervisors.**
5. **Communications:**
 - a. Late Communications. (None)
6. **Appointments:**

County Executive:

 - a. Appointment of Aaron Linssen to Human Services Board.
 - b. Appointment of Marissa Meli to Library Board.
 - c. Reappointments of Robert Cowles, Margaret Jensen and Chuck Lamine to Professional Football Stadium District.

7. Reports by:

- a. County Executive.
- b. County Board Chair.

8. Other Reports: (None)

9. Standing Committee Reports:

a. Report of Administration Committee of August 3, 2016:

- 1. Review minutes of:
 - a. Housing Authority (June 20, 2016). To approve.
- 2. Communication from Supervisor Lund re: That in future employment termination hearings that we have the video records of the proceedings. *Referred from July County Board.* Receive and place on file.
- 3. Communication from Supervisor Vander Leest re: Request for the Brown County Treasurer's Office to work with all municipalities who decided to provide property tax relief from the Excess Packer sales tax. The Treasurer's Office would work to have a property tax credit line placed on the 2017 Brown County property tax bill. The County IT Department would assist with this project. *Referred from July County Board.* Receive and place on file.
- 4. Communication from Supervisor Schadewald re: This communication is my request that the annual payment from Duke Energy for the Shirley Wind Project be placed in a segregated fund in the 2017 budget under the Health Dept. for use in a study of health effects of wind turbines on residents of Brown County. *Referred from July County Board.* Receive and place on file.
- 5. Referred from July County Board - An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". *Referred from July County Board.* Receive and place on file. See Resolutions, Ordinances.
- 6. Human Resources - Insurance update from M3. Receive and place on file.
- 7. Human Resources - Budget Status Financial Report for June 2016. *See action at Item 10.*
- 8. Human Resources - Turnover Report. *See action at Item 10*
- 9. Human Resources - Department Vacancies Report. *See action at Item 10.*
- 10. Human Resources - Position Approval Lists.
 - i. To take Items 7, 8, 9, & 10 together.
 - ii. Receive and place on file.
- 11. Human Resources Report. Receive and place on file.
- 12. Corporation Counsel - Monthly Report. Receive and place on file.
- 13. Child Support - Budget Status Financial Report for June 2016. *See action at Item 14.*
- 14. Child Support - Departmental Opening Summary.
 - i. To take Items 13 & 14 together.
 - ii. Receive and place on file Items 13 & 14.
- 15. Child Support - Employee Recognition Committee logoed apparel status. Receive and place on file.
- 16. Child Support - Director Summary June/July 2016. Receive and place on file.
- 17. Treasurer - Budget Performance Report for the period 1-1-2016 to 6-30-2016. To approve.
- 18. Treasurer - Discussion – Action Treasurer's Office Items as follows:
 - a. Investment Performance, current investing environment, future interest rate projections. Receive and place on file.
 - b. Revision to Brown County Investment Policy Section VIII #7. To approve.
 - c. Treasurer's support of "Project 2087 – RFP for Land Information/Tax Collection System Replacement. To approve.
 - d. 2017 Municipal Tax Collection Agreement. To send to local municipalities as a draft proposal for their feedback and bring back to the September meeting.
- 19. Technology Services - Budget Status Financial Report for June 2016. Receive and place on file.
- 20. Technology Services - 2017 Capital Improvements Program – Non Bonding Requests for Approval. To approve.
- 21. Technology Services Monthly Report. Receive and place on file.
- 22. Dept. of Admin - Budget Status Financial Report for June 2016. Receive and place on file.
- 23. Dept. of Admin - Departmental Opening Summary. Receive and place on file.

24. Dept. of Admin - 2016 Budget Adjustment Log. Receive and place on file.
25. Dept. of Admin - Director's Reports. Receive and place on file.
26. County Clerk – Budget Status Financial Report for June 2016. Receive and place on file.
27. Audit of bills. To pay the bills.

b. Report of Education & Recreation Committee – No July Meeting, No Report.

c. Report of Executive Committee of August 8, 2016

1. Review Minutes of: (None)
2. Legal Bills - Review and Possible Action on Legal Bills to be paid. To approve.
3. Communication from Supervisor Lefebvre: For Administration and Executive Committees to establish a Personnel Committee to handle all future employee concerns, discipline, firing, etc. to model after Green Bay Personnel Committee. Referred from July County Board. To direct staff to contact the City of Green Bay to get the model of their Personnel Committee and report back at the next Executive Committee meeting.
4. Resolution Adopting Brown County's 2017 Five-Year Capital Improvement Plan. To hold for one month. See Resolutions, Ordinances.
5. An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". To hold for one month. See Resolutions, Ordinances.
6. Brown County Financial Statement Results – Levy Funded Departments as of June 2016. To hold for one month.
7. Human Resources Report – Inc. Benefits Update. To move this on to the full County Board.
 - a) Department Vacancy Report. Receive and place on file.
 - b) Turnover Report. Receive and place on file.
 - c) Position Approval Lists. To approve. Carried 5 to 1.
8. County Executive Report. Receive and place on file.
 - a) Budget Status Financial Report for June 2016. Receive and place on file.
9. Internal Auditor Report.
 - a) Request – Brown County Professional Services Standard Contract (Auditing Services) – One (1) Year Extension (Audit Year 2016). To approve.
 - b) Clerk of Circuit Courts Revenue and Expense Accounts Report. To approve the audit.
 - c) Board of Supervisors Budget Status Report – June 2016 (Unaudited). Receive and place on file.
 - d) Board of Supervisors (Veterans' Recognition Subcommittee) Budget Status Report – June 2016 (Unaudited). Receive and place on file.
 - e) Monthly Status Update: July 1 – July 31, 2016. Receive and place on file.

Closed Session re: Grievances

10. Open Session: Discussion and possible action regarding convening in closed session to discuss the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances. To enter into closed session.
11. Closed Session: Deliberation, non-evidentiary discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances. Pursuant to Wis. Stat., § 19.85(1)(a), any meeting of a governmental body may be convened in closed session for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. And, pursuant to Wis. Stat., § 19.85(1)(b), any meeting of a governmental body may be convened in closed session for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter.
12. Reconvene in Open Session: Discussion and possible action on the Appeal of the Independent

Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances.

- i. To return to open session.
- ii. To refer to full County Board.

d. Report of Human Services Committee of July 21, 2016::

1. Review Minutes of:
 - a. Board of Health (May 10, 2016). Receive and place on file.
 - b. Human Services Board (July 14, 2016). Receive and place on file.
 - c. Veterans' Recognition Subcommittee (June 21, 2016). Receive and place on file.
2. Reports - Teen Parent Program Quarterly Outcome Report, Catholic Charities – Informational. Receive and place on file.
3. Reports - Department Vacancies Report as of June 27, 2016. Receive and place on file.
- 3a. Reports - Proclamation Declaring August 20 as Operation Desert Shield/Desert Storm Veterans Day in Brown County – Request for Approval. To approve.
4. Update on Treatment Court by Judge Zuidmulder. *No action taken.*
5. Wind Turbine Update - Update for Environmental Division on complaint process. To hold until the next meeting.
6. Report by Health Director.
 - i. Cost of peer review. To hold.
 - ii. Questions for Attorney General. To hold for one month.
 - iii. Supervisor discussion. Receive and place on file.
7. Health Dept. - Budget Adjustment Request (16-39): Any increase expenses with an offsetting increase in revenue. *See action at Item 10.*
8. Health Dept. - Budget Adjustment Request (16-40): Any increase expenses with an offsetting increase in revenue. *See action at Item 10.*
9. Health Dept. - Budget Adjustment Request (16-41): Any increase expenses with an offsetting increase in revenue. *See action at Item 10.*
10. Health Dept. - Budget Adjustment Request (16-62): Any increase expenses with an offsetting increase in revenue.
 - i. Suspend the rules to take Items 7 through 10 together.
 - ii. To approve Items 7 through 10.
11. Human Services Dept. - Examine scheduling issues at Community Treatment Center – *standing item per motion at April, 2016 meeting.* Receive and place on file.
- 11a. Human Services Dept. - Budget Adjustment Request (16-65): Reallocation between two or more departments regardless of amount. To approve.
12. Human Services Dept. - Executive Director's Report. Receive and place on file.
13. Human Services Dept. - Financial Report for Community Treatment Center and Community Programs (to be provided prior to meeting). Receive and place on file.
14. Human Services Dept. - Statistical Reports.
 - a. CTC Staff – Double Shifts Worked (to be provided prior to meeting).
 - b. Monthly CTC Data – Bay Haven Crisis Diversion/Nicolet Psychiatric Hospital.
 - c. Monthly Inpatient Data – Bellin Psychiatric Center.
 - d. Child Protection – Child Abuse/Neglect Report.
 - e. Monthly Contract Update.
 - i. Suspend the rules to take 14 a – e together.
 - ii. To approve Items 14 a – e.
15. Human Services Dept. - Request for New Non-Continuous Vendor. To approve.
16. Human Services Dept. - Request for New Vendor Contract. To approve.
17. Human Services Dept. - Audit of bills. *No bills, no action necessary.*

e) Report of Planning, Development and Transportation Committee of July 25, 2016:

1. Review minutes of: (None)
2. Communication from Supervisor Schadewald re: This communication is my request that the annual payment from Duke Energy for the Shirley Wind Project be placed in segregated fund in the 2017 budget under the Health Dept. for use in a study of health effects of wind turbines on residents of Brown County. *Referred from July County Board. Receive and place on file.*
3. Communication from Supervisor Erickson re: Look into the possible purchase of the property located on the Fox River at Broadway and West Mason Street to be used as port expansion that adds to the economy of Greater Green Bay and Brown County. *Held for 90 days. Receive and place on file.*
4. Communication from Supervisor Sieber re: To conduct a drainage study along County Highway A and I. *Referred from July County Board. To send this to staff and bring back in 60 days.*
5. UW-Extension - Budget Status Financial Report for May 2016. Receive and place on file.
6. Budget Adjustment Request (16-56): Any increase in expenses with an offsetting increase in revenue. To approve.
7. Director's Report. Receive and place on file.
8. Register of Deeds - Budget Status Financial Report for June 2016. Receive and place on file.
9. Register of Deeds - Departmental Openings Summary. Receive and place on file.
10. Port & Resource Recovery - 2017 Capital Improvements Program – Non Bonding Requests. To approve.
11. Port & Resource Recovery - Cat Island Legal Opinion Regarding Corps Final Accounting. Receive and place on file.
12. Port Budget Status Financial Performance Report 2nd Qtr. Receive and place on file.
13. Resource Recovery Budget Status Financial Performance Report 2nd Qtr. Receive and place on file.
14. Port & Resource Recovery - Director's Report. Receive and place on file.
15. Airport - 2017 Capital Improvements Program – Non Bonding Requests. To approve.
16. Airport - RFP for ARFF and Armed Security Services. (Attachment forthcoming- also see below). To split the RFP into two separate RFPs with the option of being combined and extend the current contract for 90 days. Carried 3 to 2.
17. Airport - Budget Status Financial Report for June 2016. Receive and place on file.
18. Airport - Departmental Opening Summary. *No action.*
19. Airport - Director's Report. Receive and place on file.
20. Referral from July County Board - An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". To hold until the August meeting. See Resolutions, Ordinances.
21. Planning Commission - Update regarding development of the Brown County Farm property – standing item. *No action.*
22. Planning Commission - Departmental Opening Summary. Receive and place on file.
23. Planning Commission - Capital Improvement Plan: 2017 Land Information/Tax Collection System. To approve.
24. Planning Commission - Request for Approval to publish RFP for Project 2087: Land Information/Tax Collection System. To approve.
25. Planning Commission - Budget Status Financial Report for June 2016 (Unaudited). *See action at Item 27.*
26. Property Listing - Budget Status Financial Report for June 2016 (Unaudited). *See action at Item 27.*
27. Zoning - Budget Status Financial Report for June 2016 (Unaudited). Receive and place on file Items 25, 26 & 27.
28. Public Works - Summary of Operations. Receive and place on file.
29. Public Works - Director's Report. Receive and place on file.
30. Public Works - 2017 Executive Bonding Proposal and Capital Improvements Program – Non Bonding Requests. To approve as amended.
31. Public Works - Report & Discussion re: Housekeeper Turnover - Department Vacancies Report as of June 2016. To hold until the August meeting.
32. Public Works - Resolution to Approve a Jurisdictional Transfer Agreement between the Wisconsin Department of Transportation and Brown County for CTH Y as part of the STH 29/STH 156 Intersection Improvement Project. To approve. See Resolutions, Ordinances.

33. Public Works - Bid recommendation and approval for Bid Project #2079 – Northern Building Boiler Replacement. To approve the bid to Mechanical Technologies in the amount of \$69,192 for Bid Project 2079 – Northern Building Boiler Replacement.
34. Public Works - Budget Adjustment Request (16-69): Any allocation from a department's fund balance. To approve.
35. Public Works - An Ordinance creating Section 6.14 of the Brown County Code entitled, "County Trunk Highway Maintenance and Improvements." To send this back to staff to work with the area municipalities and develop a solution to this and bring it back in 60 days. See Resolutions, Ordinances.
- 35a. Public Works - An Ordinance creating Section 4.57(5) of the Brown County Code entitled "Overtime Compensation for Non-Exempt Employees of the Airport & Highway Department. To accept this and to move this forward to Executive Committee as written. Carried 4 to 1. See Resolutions, Ordinances.
36. Audit of bills. To audit the bills.

ei) Report of Land Conservation Subcommittee of July 25, 2016:

1. Departmental Openings Summary. Receive and place on file.
2. Budget Status Financial Report for June 2016. Receive and place on file.
3. Budget Adjustment Request (16-64): Any increase in expenses with an offsetting increase in revenue: Transfer of \$4,860 in SEG funds (DATCP SWRM) from Oconto County to Brown County. To approve.
4. Directors Report:
 - a. Land & Water Plan Schedule Update. Receive and place on file.
 - b. Plum and Kankapot Project Update. Receive and place on file.

f) Report of Public Safety Committee of August 3, 2016:

1. Review minutes of:
 - a. Fire Investigation Task Force Board of Directors (March 10, 2016).
 - b. Local Emergency Planning Committee – LEPC (July 12, 2016).
 - c. Traffic Safety Commission (April 12, 2016).
 - i. Suspend the rules to take Items 1 a-c together.
 - ii. Receive and place on file Items 1 a-c.
2. Presentation - Update on Treatment Court by Judge Zuidmulder. Receive and place on file.
3. Communication from Supervisor Schadewald re: This communication is my request for the Public Safety Committee to consider paying death benefits to Sheriff Personnel killed in the line of duty comparable to our military death benefits for those killed in action. *Referred from July County Board.* To refer to Human Resources and have Human Resources come back and present.
4. Communication from Supervisor Buckley re: Request that the Human Services Director attend the next Public Safety meeting to explain how an inmate escaped from the secure portion of the CTC Center. *Referred from July County Board.* To refer this to the Human Services Department to come back with solutions to rectify this issue.
5. Resolution to approve legislation allowing counties to seize drunk drivers' vehicles. To approve. See Resolutions, Ordinances.
6. Emergency Mgmt. - Introduction of new Emergency Management Director Jerad Preston. *See action at Item 7.*
7. Emergency Mgmt. - Budget Status Financial Report for May and June 2016. Receive and place on file Items 6 & 7.
8. District Attorney - Budget Adjustment Request (16-63): Any increase in expenses with an offsetting increase in revenue. To approve.
9. District Attorney - 2017 Executive Bonding Proposal and Capital Improvement Program (CIP). To hold for one month for administration to come back and advise the Committee where they are at with bonding.
10. District Attorney Report. Receive and place on file.
11. Medical Examiner - 2016 Brown County Medical Examiner Activity Spreadsheet. Receive and place on file.

12. Medical Examiner - 2017 Executive Bonding Proposal and Capital Improvement Program (CIP). Receive and place on file.
13. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for May and June 2016. Receive and place on file.
14. Circuit Courts, Commissioners, Probate - 2017 Executive Bonding Proposal and Capital Improvement Program (CIP). Receive and place on file.
15. Clerk of Courts - Budget Status Financial Report for May and June 2016. Receive and place on file.
16. Clerk of Courts - Internal Auditor – Discussion: Clerk of Circuit Courts – Revenue and Expense Accounts Report. To refer back to share information with Judges to look at changes and report back to the Public Safety Committee in two months.
17. Clerk of Courts - Update on 2017 Budget. Receive and place on file.
18. Sheriff - 2017 Executive Bonding Proposal and Capital Improvement Program (CIP). To have Sheriff's Department make a presentation to the County Board at the September 21 meeting under Item 18 of the Public Safety Committee report to present rationale as to why this project needs to move forward.
19. Sheriff - 2016 Northern Building Security Review. Receive and place on file.
20. Sheriff's Report. Receive and place on file.
21. Public Safety Communications - Budget Status Financial Report for May and June 2016. Receive and place on file.
22. Audit of bills. To pay the bills.

10. Resolutions & Ordinances:

Budget Adjustments Requiring County Board Approval

- a. Resolution Approving Budget Adjustments to Various Department Budgets.

Administration, Executive Committee and Planning, Development and Transportation Committee

- b. An Ordinance to Amend Sections 4.49 and 4.57 of the Brown County Code of Ordinances Entitled, Respectively, as "Extra Pay" and "Policy". Motion at Admin: Receive and place on file; Motion at Exec: To hold for one month; Motion at PD&T: To hold until the August meeting.

Executive Committee

- c. Resolution Adopting Brown County's 2017 Five-Year Capital Improvement Plan. Motion at Exec: To hold for one month.

Planning, Development & Transportation Committee

- d. Resolution to Approval a Jurisdictional Transfer Agreement between the Wisconsin Department of Transportation and Brown County for CTH Y as part of the STH 29/STH 156 Intersection Improvement Project. Motion at PD&T: To approve.
- e. An Ordinance creating Section 6.14 of the Brown County Code entitled, "County Trunk Highway Maintenance and Improvements." Motion at PD&T: To send this back to staff to work with the area municipalities and develop a solution to this and bring it back in 60 days.
- f. An Ordinance creating Section 4.57(5) of the Brown County Code entitled "Overtime Compensation for Non-Exempt Employees of the Airport & Highway Department. Motion at PD&T: To accept this and to move this forward to Executive Committee as written. Carried 4 to 1.

Public Safety Committee

- g. Resolution to Approve Legislation Allowing Counties to Seize Drunk Drivers' Vehicles. Motion at Public Safety: To approve.

11. Closed Sessions:

Executive Committee

- a. Closed Session: Deliberation, non-evidentiary discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances. Pursuant to Wis. Stat., § 19.85(1)(a), any meeting of a governmental body may be convened in closed session for purposes of deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body. And, pursuant to Wis. Stat., § 19.85(1)(b), any meeting of a governmental body may be convened in closed session for purposes of considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter.
- b. Reconvene in Open Session: Discussion and possible action on the Appeal of the Independent Hearing Officer's Decision in Re the matter of the Grievances of Robert Welsing, Jr. & Anthony Elfe dated May 12, 2016, as filed by said Grievants per § 4.92 of the Brown County Code of Ordinances.

Committee of the Whole:

- c. Open Session: Discussion and update as to Case No. ERD CR201501714, Loritz v. Brown County.
- d. Closed Session: Notice is hereby given that the governmental body will adjourn into a closed session for discussion, possible action, update with legal counsel on the case, discuss possible outcomes given the circumstances of the case and the strategy to adopt regarding Case No. ERD CR201501714, Loritz v. Brown County. Closed session is authorized pursuant to Wis. Stat § 19.85 (1)(g), for the purpose of conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved and pursuant to Wis. Stat. §19.85 (1)(f) considering financial, social or personal histories or disciplinary data of specific persons, the investigation of charges against specific persons, which if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such data, or involved in such problems or investigations.
- e. Reconvene in Open Session: Discussion and possible action regarding Case No. ERD CR201501714, Loritz v. Brown County.

12. Such other matter as authorized by law.

13. Bills over \$5,000 for period ending July 31, 2016.

14. Closing Roll Call.

15. Adjournment to Wednesday, September 21, 2016 at 7:00 p.m., Legislative Room 203, 100 N. Jefferson Street, Green Bay, Wisconsin

Submitted by:



Patrick W. Moynihan, Jr.
Board Chairman

BADKE NOTICE
EDUCATION AND RECREATION COMMITTEE

Pursuant to Wis. Stat. Section 19.84(2) and (3), notice is hereby given to the public, to the Green Bay Press-Gazette, the official newspaper of Brown County, and to those media who have filed a written request for this notice that a majority of the **Education and Recreation Committee** may be present at **the Brown County Fairgrounds, on Thursday, August 18, 2016**, at approximately 4:00 to 5:15 p.m. Green Bay, Wisconsin, for a tour of the Brown County Fairgrounds to gather information about a subject over which County Board has decision-making responsibility. For purposes of the open meeting law only, this constitutes a meeting of the Education and Recreation Committee pursuant to State ex rel Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 NW2d 408 (1993), and must be noticed as such, although it is not contemplated that the Education and Recreation Committee will take any formal action at this time.

Please take notice that it is possible additional members of the County Board of Supervisors may attend, resulting in a majority or quorum of the Board of Supervisors. This may constitute a meeting of the Board of Supervisors for purposes of discussion and information gathering relative to this session. This session is for informational gathering only.

The subject matter intended for consideration is none/Annual Tour.



BROWN COUNTY LIBRARY
515 PINE STREET GREEN BAY, WI 54301-5194

PHONE (920) 448-5810
FAX (920) 448-4364

BRIAN M. SIMONS
EXECUTIVE DIRECTOR

Simons_BM@co.brown.wi.us
www.browncountylibrary.org

EAST BRANCH FACILITY AD HOC COMMITTEE

NOTE LOCATION: Kress Family Branch Library

333 N. Broadway, De Pere, WI 54115

Thursday, August 18, 2016

4:30 p.m.

AGENDA

1. Call to Order
2. Approve/Modify Agenda
3. Discussion and Possible Action Regarding Possible Options for Future East Branch Facility
4. Such Other Matters as are Authorized by Law
5. Adjournment

Notice is hereby given that action by the Library Board may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made.

A handwritten signature in blue ink, reading 'Michael W. Aubinger'.

Michael Aubinger
Library Board President



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"Connecting people, ideas, and community."

BROWN COUNTY LIBRARY BOARD
EDUCATION AND RECREATION COMMITTEE JOINT MEETING

NOTE LOCATION: Kress Family Branch Library

333 N. Broadway, De Pere, WI 54115

Thursday, August 18, 2016

5:30 p.m.

AGENDA

1. Call to Order
2. Approve Agenda and Minutes
3. Communications and Open Forum for the Public
4. Presentation, discussion and possible action regarding the HGA Facilities report
5. Library Business
 - a. Financial Manager's Report, Bills and Donations
6. 2017 Budget Update
7. Facilities Report
 - a. Facilities Manager's report.
 - b. Discussion and possible action regarding the East Branch Ad Hoc Committee Update
8. Discussion and possible action regarding offering free replacement library cards for National Library Card Sign-Up Month in September
9. President's Report
10. Library Director's Report
11. Old Business

12. Such Other Matters as are Authorized by Law

13. Adjournment

Notice is hereby given that action by the Library Board may be taken on any of the items which are described or listed in this agenda.

Any person wishing to attend the Library Board Meeting who, because of a disability requires special accommodations, should contact the Brown County Library at 448-4400 at least one working day in advance of the meeting so that arrangements can be made

A handwritten signature in dark ink, appearing to read "Michael W. Aubinger". The signature is fluid and cursive, with the first name "Michael" and last name "Aubinger" clearly legible.

Michael Aubinger
Library Board President



AUGUST 2016

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3 Public Safety 11:00 am Admin Cmte 6:15 pm	4	5	6
7	8 Executive Cmte 5:30 pm	9	10	11 CICB 8:00 am	12	13
14	15	16 Veterans Recognition Subcmte 4:30 pm	17 Board of Supervisors 7:00 pm	18 Ed & Rec (Fairgrounds) 4:00 pm Ed & Rec/Library Board (Joint Mtg) 5:30 pm	19	20
21	22 Land Con 6:00 pm PD&T 6:15 pm	23	24 Mental Health Ad Hoc 12:30 pm Human Svc 5:30 pm	25 Ed & Rec 5:30 pm	26	27
28	29	30	31			

BROWN COUNTY COMMITTEE MINUTES

- Criminal Justice Coordinating Board (June 9, 2016)
- Housing Authority (July 18, 2016)
- Neville Public Museum Governing Board (August 8, 2016)
- Planning Commission Board of Directors (June 1, 2016)

To obtain a copy of Committee minutes:

http://www.co.brown.wi.us/minutes_and_agendas/

OR

Contact the Brown County Board Office or the County Clerk's Department

PROCEEDINGS OF THE BROWN COUNTY
CRIMINAL JUSTICE COORDINATING BOARD

Pursuant to Section 19.84 Wisconsin Statutes, a regular meeting of the Brown County Criminal Justice Coordinating Board was held on June 9, 2016 at 8:00 am in the Truttman Room of the Brown County District Attorney's Office, 300 East Walnut Street, Green Bay, Wisconsin.

Present: Chair Judge Walsh, Erik Pritzl, Tim Mc Nulty, Larry Malcomson, Tera Teesch, Judge Zuidmulder, Joe Torres, Andrew Smith, Supervisor Evans, Michelle Timm, Troy Streckenbach, Dave Lasee

1. Call Meeting to Order.

The meeting was called to order by Chair Judge Walsh at 8:04 am.

2. Approve/Modify Agenda.

Motion made by Judge Zuidmulder, seconded by Erik Pritzl to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

3. Approve/modify minutes of April 7, 2016.

Motion made by Supervisor Evans, seconded by Judge Zuidmulder to approve. Vote taken. MOTION CARRIED UNANIMOUSLY

4. Mental Health Grant/Detox Beds (Erik Pritzl).

Human Services Director Erik Pritzl informed that the day report center RFP has been posted and a vendor meeting was held which was attended by 8 – 10 people. Multiple proposals have been received and will be scored and discussed before a final vendor recommendation is made.

With regard to mobile crisis, Pritzl informed that Family Services is in charge of crisis programs and they have added three of the four positions they intend to fill for mobile crisis. The expansion is almost complete and they are in the process of getting people trained. Pritzl noted it takes two or three weeks to get a crisis worker trained.

Pritzl spoke next about the detox portion of the mental health initiative. The County Board has heard the proposal and approved the funds and a contract is in place, but there are some system issues that still need to be worked out in terms of how a person goes to detox and what happens when they are done. There are two things that can be problematic: either the person is not accepted for detox services or they go through detox and then a decision has to be made as to where the person goes next and how it affects the current system. Human Services has been looking at how Bay Haven is being used. Bay Haven is a place someone can go post-detox and stay safely if they are a relapse risk. They can stay there while they go through the orientation session and assessment that occurs with outpatient services. This would be a great use of Bay Haven and this idea came up in the past week or so. Pritzl noted that numbers at Bay Haven are improving and the hospital numbers are good too. Recently they were full and had to divert people to Winnebago and Pritzl noted that Human Services does not have any control over EM1s. They will be bringing people back from Winnebago County as space becomes available.

Green Bay Police Chief Andrew Smith asked how people get back from Winnebago County. Pritzl responded that arrangements are made with Lock and Load to bring the patients back. Smith indicated that other municipalities do not have the same mechanisms in place and he is aware that some other agencies just send people to Green Bay. He shared a story of someone who came from Minnesota to Milwaukee, then to Ashwaubenon, then Oneida, then

to Green Bay which took a lot of law enforcement time for a lot of agencies. Judge Zuidmulder asked if a residency finding is made in these cases so the counties can charge back for services. Pritzl responded that the county is responsible for a person for the first 72 hours they are in the geographic county regardless of where they are from unless there is some other agreement. After that, the other county is supposed to pick up, but that is specific to Human Services and not law enforcement. Judge Zuidmulder said if the law needs to be changed on this, the legislators need to listen because otherwise the County is being dumped on and it is the local levy that ends up paying the bulk of the expenses and that is not right. Supervisor Evans agreed and shared that a number of years ago the Milwaukee housing director had a meeting with people who had been terminated from Section 8 housing and he advised those people to go to Brown County because housing would be available. Evans tried to stop this and feels that the issues being talked about now would be a good thing for this Board to look at more carefully. Judge Zuidmulder said there are a number of definitions for "residency" depending on the situation. His view of this is that we cannot expect any assistance from the State. The expenses will be shifted to the municipalities and if this is going on, it is a matter of self-defense and we have to make the jurisdictions that are dropping people off here kick in their fair share.

Pritzl continued that the next thing they will be working on will be residential treatment following detox services. They are looking at options to find the best fit and place for that to occur. He noted that at that point it becomes voluntary treatment and he will continue to keep the Board advised of this.

Judge Walsh advised Evans that he met with Erik Pritzl, Commissioner Mix and Judge Hammer on the supervised visitation issue that was approved a few months ago and suggested that if Evans wanted to discuss it more he could do that with Erik Pritzl.

5. Jail Population Numbers (Larry Malcomson).

Jail Captain Larry Malcomson reported that the jail is currently full. He said they booked in 10,001 inmates in 2015 and maximum incarceration is one year. Judge Zuidmulder said it seems that we have a jail that was built with the expectation that it will meet the community's needs, but now it is full. He feels there needs to be critical analysis of where the inmates are coming from and whether or not there are stakeholders that are way too cavalier about the jail as a place to go. This would be the Judges, the DAs, the Court Commissioners and Probation and Parole. Judge Zuidmulder said he was advised that 73% of the inmates are pretrial. If that is true, the Judges need to look at why there are so many people in the jail that have not been processed and there should be a performance evaluation on this. He feels the jail is becoming a dumping ground and this has been discussed in the past, but we haven't engaged. Judge Walsh mentioned that Judge Griesbach is not holding a large amount of people in federal court and they had a discussion with him to find out what he is doing. Judge Griesbach has someone assessing risk to get a better idea of what bond should be asked for and Judge Walsh noted that that same process does not happen in Circuit Court. He said it comes down to putting people in jail on a cash bond that they cannot pay so they stay in jail and he feels the Judges need more tools to help assess bond. Judge Zuidmulder responded that a lot of time has been spent talking about this, but we are not getting anywhere and the jail continues to be overcrowded. He would like to see a subcommittee formed comprised of a Judge, the DA's office, Probation, Public Defender's office and someone from the jail to look at what we have right now and what is happening right now and if there is anything we can do with the resources we already have to make a difference. He continued that part of it is that the different pieces are not communicating well and understanding what they do and how it impacts the entire system. Judge Zuidmulder feels that all of the stakeholders in the criminal justice system need to take a hard look at how they are contributing to the use of the jail.

Evans feels this is a matter of semantics. He noted that the population is increasing which results in an increase in crime. The dynamic of Green Bay has changed. DA Lasee agreed with Judge Zuidmulder that we have to dig deeper to figure this out. He recalled that he was provided numbers from Lt. Steffen in the past. He said if the jail is full with the proper people who need to be there, fine. But if the jail is full with OAR offenders and pretrial detainees on low cash bonds, that is something that can be addressed and this Board is the place to address it. Lasee continued that there are tools available and he is aware of communities doing pretrial assessments or alternatives and diversion. He feels it is time to really address this with every piece of energy we can afford to determine if a new jail is absolutely necessary or if there are better ways to address this problem. Lasee learned at a recent conference that some communities have a position within the courts that do assessments, others have law enforcement doing assessments on the front end and some have someone in the DA's office that does assessments. Judge Walsh said the position that does the screening for Judge Griesbach is a position that the County does not have and therefore it would be problematic for the County unless there is more money available to put on another position to do assessments. He would like to see a screening tool that everyone is familiar with and willing to use so that the defense attorneys and DAs are on the same page with regard to bond.

Judge Zuidmulder said the County Board is not going to buy into this discussion unless it is explained to them what is driving this \$22 million dollar project and then let them know that we think we can get the jail population to a manageable number. His experience with the County Board is that you cannot go to them and say we want something unless they see that it as a need and an advantage for them to act on. If it is laid out that way and a proposal is laid out, they would probably go for it. Judge Walsh said it sounds like we know what we need, but have to figure out the best way to get there which seems to be to have a study, get a report, submit it and show we need a position for someone to do these assessments. Lasee agreed and said a subcommittee would evaluate what other counties are doing and what the options would be.

County Executive Troy Streckenbach asked if the TAD Coordinator makes assessments. Lasee advised that the TAD Coordinator assesses the diversion people and the treatment court people, but he is barely getting by doing what he is doing now. Lasee said there are 6,000 criminal cases filed each year and the current coordinator does not have the capacity to do this.

Judge Zuidmulder feels the first determination needs to be who is in the jail and where are they coming from. From there you would need to have the people responsible for the people being there to take some responsibility as to what the decision was that engaged them to decide to use the jail as a resource. This is something that can be done by this Board and Judge Zuidmulder said we need to get going. He feels this could easily become a crisis and then there will be a stampede to do something. He does not feel everyone is being accountable for using the resource. He feels the DA's office, the Judges and Probation all have a piece of the responsibility and everyone should sit down and talk about it. Michelle Timm of Probation and Parole noted that her office already uses a risk tool to help make decisions whether someone is held in custody. There are risk scores out there already for some of the population. Lasee said this is part of the debate where a subcommittee may be helpful because the issue of choosing the tool is a big deal and he noted that each tool has its own function. Judge Walsh said even if a subcommittee of this Board is formed to look at this, they will still need someone to come in and make a presentation as to the different tools that are available and there would also have to be a recommendation generated and he does not know who will be doing that work.

Evans noted information had been provided a number of years ago that showed what crimes people were in jail for and other information and he feels that reviewing similar updated information would be a good place to start. Lasee agreed and noted that the last figures he had seen showed that there were very few people in the jail who are low risk low needs. If the right people are in jail, there is a different problem than if we are locking up a bunch

of people that should not be locked up. Malcomson added that all the low risk offenders are out on the EMP program. There are a lot of felonies and a lot of high cash bonds. Evans said we need something concrete to start working on this. Judge Zuidmulder is willing to chair a subcommittee. Judge Walsh suggested that the information be compiled and distributed and then he will meet with Judge Zuidmulder, Lasee and someone from the Public Defender's office and move forward from there.

6. TAD Grant Programs (David Lasee).

TAD Coordinator Joe Torres reported that the grant application just came out and is due by July 19. Evans asked how much he will be asking for in the grant. Torres responded that more funds have been allocated for the grant for the upcoming cycle and he will be looking for more than last time. The application has been broken down into three stages: development, continuing and program enhancement. Brown County's programs fall under the enhancement phase and Torres is looking at what will be allotted to us and will keep this Board advised. Lasee added that this is a competitive grant so even though more dollars are allocated, there are more counties that want to add these types of programs. Lasee feels the State is committed to alternatives to incarceration and he is hopeful that dollars would be added to enhance programming.

7. Mental Health Court (Judge Zuidmulder).

Torres informed there are currently 15 individuals enrolled in the mental health court along with four that have been approved but are awaiting sentencing and nine more on the referral list. Judge Zuidmulder said demand remains high for the mental health court. There is a graduation coming up for someone who had many problems with the law before coming into the mental health court, but since this person has been in the court he has settled down, has had no law enforcement contact and is now the assistant manager at a hotel and very stable and doing a great job. Judge Zuidmulder said the mental health court exists because mental health problems are problems that are never going to go away and we need to get these people into the court because they are such a drain on community resources if they are not stabilized. The other treatment courts have some incentives, but it is not the same for the mental health court. Streckenbach would like to see statistics on all of the treatment courts so they can use them when they go to the State to articulate for additional funding. He feels that data would be useful to support arguments with the State and he asked that numbers be available for the next meeting.

8. Heroin/Drug Court (Judge Walsh).

Torres informed that there are currently 21 active individuals in the heroin court along with one waiting to start and three on the referral list. There are 16 active participants in the drug court along with one that has been approved and 11 in the referral process. Torres said the numbers seems to ebb and flow between the heroin court and the drug court. During the first quarter of the year all of the referrals were to heroin court but this has shifted and now the majority of the referrals are to the drug court.

Judge Walsh added that there have been two graduates from the heroin court and both of them are doing well. He also indicated that the phases have been restructured to include a fifth phase where they keep in touch with the participants. Torres added that the program was restructured to help the case managers handle additional capacity and also to work on changing the incentivized progress they have throughout the program. In the past sometimes when individuals got to the 90 or 120 day mark in the program they became stagnant in the services they were receiving so they have tried to make it so there is progression throughout the whole program. They have also developed the aftercare program so when someone graduates they are not completely cut off from the program. There is still some minimal case management and the court can help them in transitioning with additional support

for six months. Judge Walsh added that it typically takes a little more than a year to complete a treatment court program. He also highlighted that the first phase in the past was very intense and took a lot of resources and staff to supervise the participants. This phase has been narrowed down so that period of time is a little shorter which means they can free up staff time and allow more people into the courts.

Lasee would like to evaluate how people can be moved quicker into the treatment court program. Torres said that capacity is an issue and during the first quarter of the year they were operating at a 60 day period from point of referral to point of entry into the court, but not it is closer to 60 – 90 days and that is due to capacity. With the four treatment courts and diversion, they are providing services to 107 individuals and there is only three staff. Judge Walsh informed there are people waiting on assessments or a spot to open up so they are sitting in the jail so they don't start to use again. They are sitting in the jail for a long period of time in order to get into a treatment court which is theoretically supposed to reduce the jail population. He did not know how many people were in that situation but Torres said that there are currently about 20 referrals waiting to be screened. Judge Zuidmulder said the conversation always comes back to this and he thought the applicants that are in custody could be given priority to get into the courts because that would reduce pressure on the jail. Streckenbach asked how many participants the judges can handle. Judge Zuidmulder responded that his piece is really a small time piece. The majority of the time is spent doing staffing, reporting and supervising. Evidence based research shows that the judge needs to spend between 3 – 7 minutes with the participants in court. He can handle as many participants as the community is willing to give staff people for to do the monitoring piece. Judge Walsh agreed and said he spends about an hour before court is held and then another hour or so in court.

9. **Future Agenda Items, if any.**

Evans noted that Supervisor Nicholson had put a communication in to the Public Safety Committee regarding seizure of vehicles in OWI cases. Lasee indicated that he had done research on this and that it is not legal, but he thought what Nicholson wanted was for the County Board to ask the legislature to change the law on this.

10. **Such Other Matters As Authorized By Law.**

Judge Walsh set the next meeting for August 11, 2016 at 8:00 am.

11. **Adjourn.**

Motion made by Supervisor Evans, seconded by DA Lasee to adjourn at 9:00 am. Vote taken. MOTION CARRIED UNANIMOUSLY

Respectfully submitted,

Therese Giannunzio
Recording Secretary

MINUTES
BROWN COUNTY HOUSING AUTHORITY
Monday, July 18, 2016, 3:30 p.m.
City Hall, 100 N. Jefferson Street, Room 604
Green Bay, WI 54301

MEMBERS PRESENT: Ann Hartman – Chair, Sup. Andy Nicholson – Vice-Chair, Tom Deidrick, and Andy Williams (arrived at 3:39pm).

MEMBERS EXCUSED: Corday Goddard

OTHERS PRESENT: Robyn Hallet, Matt Roberts, Patrick Leifker, Mackenzie Reed-Kadow, Lori DeGrave, and Megan Walker

APPROVAL OF MINUTES:

1. Approval of the minutes from the June 20, 2016 meeting of the Brown County Housing Authority.

A motion was made by A. Nicholson and seconded by T. Deidrick to approve minutes from the June 20, 2016 Brown County Housing Authority meeting. Motion carried.

R. Hallet introduced M. Walker as new Housing Authority Intern.

COMMUNICATIONS:

2. Letter from HUD dated July 6, 2016, regarding New Administrative Fee Formula Proposed Rule.

R. Hallet explained a letter from HUD regarding a new Administrative Fee Formula Proposed Rule. She reminded the Authority that at the end of 2015 there was an Administrative Fee study conducted by HUD which resulted in information indicating that most housing authorities were not being paid enough in administrative fees to run an effective and efficient Housing Choice Voucher program. As a result of that information HUD has put together a proposed rule to change the formula by which housing authorities are funded for administrative fees. Included with this letter HUD also released information that indicates how much housing authorities would receive under the new formula. This information was based off 2015 information which will allow the authority to compare what was received in 2015, and if all other situations are the same once this formula is put into place, what the new amounts would be. For BCHA the new amount would be over \$500,000 a year more in administrative fees.

A. Hartman inquired if it was important for the authority to know the new formula. R. Hallet responded that the formula is complicated and there are six different factors that go into it. If more details about the formula are needed the links are provided in the letter to access the websites which provide all of the details.

3. Letter from HUD dated July 7, 2016, regarding funding opportunity for Project Basing HUD-VASH Vouchers.

R. Hallet explained a letter from HUD regarding the availability of funding for housing authorities to apply for additional VASH Vouchers. VASH Vouchers are Veteran Assistance Supportive Housing Vouchers, which BCHA currently has 31. Contact was made with the VA representative who indicated that there is a need in Brown County for more VASH Vouchers and would be supportive of the authority applying for more. The VA representative indicated that according to her records there is a need for approximately 15 more VASH Vouchers in Brown County, of which approximately five would be beneficial for families. The BCHA current VASH Vouchers are available for families or individuals, but with Veteran's Manor the units are one bedroom and only single individuals live there. Another facility that is able to house families of veterans would be well received in Brown County. R. Hallet created a white paper summarizing the VASH Vouchers to make it available for developers or property owners who might consider project basing some of their units for VASH. The white paper will be released to the public and if there is an interest the BCHA would publish a request for proposals to accept proposals for developers or property owners who would be interested in partnering with the BCHA on VASH Vouchers.

A. Hartman inquired if the application would be sent in right away for the ten individual vouchers, or if the application would have to be for all 15. R. Hallet indicated that the authority would want to apply for all 15 vouchers at one time.

REPORTS:

4. Report on Housing Choice Voucher Rental Assistance Program:

A. Preliminary Applications

P. Leifker reported that for the month of June there were 225 preliminary applications received.

B. Unit Count

The unit count for the Month of June was 3,146.

C. Housing Assistance Payments Expenses

The HAP expenses amount to \$1,320,378.

D. Housing Quality Standard Inspection Compliance

There were a total of 400 inspections, of which 193 passed the initial inspection, 69 passed the reevaluation, 86 resulted in a fail, and 52 were no-shows.

E. Program Activity/52681B (administrative costs, portability activity, SEMAP)

P. Leifker stated they are working on updating this and once they have more of the financial statements available he will send that information out.

F. Family Self-Sufficiency Program (client count, participation levels, new contracts, graduates, escrow accounts, and homeownership)

M. Reed-Kadow reported that for the month of June, there were 81 participants enrolled in the FSS program. Of that number, 54 participants are at level one, 11 are at level two, and eight are at levels three and four. There were six new contracts established, one graduate, 34 open escrow accounts, and 51 homeowners.

M. Reed-Kadow shared an FSS success story of one of the participants: This participant is new to the program and also relatively new to the United States and English is not their primary language. They just finished all levels of their ESL classes and have

recently enrolled in the GED program at NWTTC. They are quickly working on their ultimate goal of getting a bachelor's degree in computer science in Green Bay. They have also recently started working and have started earning escrow as well.

G. VASH Reports (new VASH and active VASH)

P. Leifker stated that there was one new VASH client for the month of June. Currently, there are 28 total participants in the VASH program.

A. Hartman inquired how many VASH Vouchers were available to the BCHA. P. Leifker responded that BCHA has 31 vouchers total.

H. Langan Investigations Criminal Background Screening and Fraud Investigations

P. Leifker stated that for the month of June there were four new investigations assigned, five previous investigations were closed, and 12 remain active. There were 88 applications processed; all 88 applications were approved. P. Leifker summarized the Fraud investigation by Municipality and the Initial Applications by Municipality charts.

I. Quarterly Langan Denials report

P. Leifker explained that for the months of April, May, and June there was one denial. The reason for the denial was for disorderly conduct. ICS did not have access to the site that Langan did, which is why ICS missed it but Langan did not.

J. Quarterly Active Cases Breakdown

P. Leifker explained 51 percent of HCV participants have a head of household that is elderly or disabled, 37 percent the head of household is not elderly or disabled but has earned income, nine percent the head of household is not elderly or disabled, does not have earned income, but has dependents in the household and three percent the head of the household is not elderly or disabled and does not have earned income or dependents.

K. Quarterly End of Participation

P. Leifker explained there were 96 total terminations in this quarter of 2016. The top three reasons were voluntary termination, violation of family obligations, and unreported household members.

A. Hartman inquired if those reasons have stayed consistent. P. Leifker responded that yes they have been consistent, with voluntary termination being the highest every quarter followed by family obligations.

L. Quarterly Customer Service Satisfaction

L. DeGrave explained that 81 percent rated the services of ICS as excellent, 17 percent rated very good, two percent at good, and zero percent rated services fair or poor.

OLD BUSINESS:

5. Discussion and possible action regarding use of Administrative Reserves and HCV Lease up.

R. Hallet explained that this item was tabled from the May BCHA meeting in regards to ICS's request use of money from the administrative reserves to fund the position of a Landlord Resource Specialist. Before discussing the Landlord Resource Specialist position specifically, the dollar amounts in the administrative reserves were discussed. R. Hallet stated that from the

year ending 2015 the Pre- 2004 Administrative Fee Reserves amount is \$176,687 which is unrestricted funds, meaning they could be used for any purpose; the Post-2003 Administrative Fee Reserves amount is \$1,158,996 which are restricted funds meaning they must be used only on the HCV program. Ideally the restricted funds would be used for the administration of the HCV program but the regulations do allow the Authority to use it for housing assistance payments if needed. Total there is over \$1.3 million in administrative reserves.

R. Hallet also explained that in 2015 \$75,526 was added to the administrative reserve and as of now for 2016 BCHA is on course to add over \$50,000 to the reserves.

A. Hartman questioned why so much money was being added to the reserves. R. Hallet explained that it is because BCHA gets more money from HUD than what it is spending.

P. Leifker referenced the job description handout for the Landlord Resource Specialist. The benefits of the position were discussed. One of the benefits is that this position would create and develop partnerships with landlords to promote program participation and program compliance. It would be an opportunity to educate landlords on the inspection process as well as the entire process of the HCV program. ICS does get several calls from perspective landlords inquiring as to how the program works, what their responsibilities are, and what additional paper work is needed from them. This proposed position would offer some benefit in educating landlords. The hope is that with the increased partnership with landlords there would be an increase in housing opportunities for program participants. This position would also be an opportunity to help with the implementation and education of the UPCS-V demonstration. The position would help differentiate between the HQS standards that are currently being abided by, and the UPCS-V standards that may be implemented down the road. Increased landlord participation could provide better opportunities for landlords to be more proactive rather than reactive when policy changes come about.

A. Williams questioned if the position would be full time. P. Leifker responded that as the position is drawn up currently it would be a full time position. A. Williams questioned whether or not the BCHA was accepted into the UPCS-V demonstration program. R. Hallet indicated that the status of the UPCS-V Demonstration Program was coming up on the agenda, but stated that the BCHA was accepted into the demonstration program. Because of the acceptance into the program the Landlord Resource Specialist position would help landlords understand the new requirements that will fall within the UPCS-V. Without this position there will be a lot of work put onto the other staff at ICS to help landlords through the transition.

A. Nicholson questioned if item #10 on the agenda should be handled first. A motion was made by A. Williams and seconded by A. Nicholson to take item #10 out of order.

10. Status of UPCS-V Demonstration Program.

M. Roberts stated that he was contacted by HUD via email indicating the acceptance into the UPCS-V program as well as information on setting up phase one. A. Williams questioned if there was a timeline. M. Roberts stated there is a conference call planned for July 25th, which will provide information on how phase one starts. More information will be provided to the Authority with information on what will occur during phase one.

Discussion then returned to Agenda item 5:

R. Hallet indicated that over the past year ICS has been working very hard to increase the number utilization rate in the voucher program. This was a mandate from HUD otherwise BCHA could be at risk of losing funding. The BCHA was recently on a hot list from HUD, but has made improvements to come off that list. According to recent reports the number of vouchers utilized has dropped slightly, so there is always the concern that HUD could put BCHA back on the hot list. Based off the waiting list and the number of applicants there is a need in the community for the HCV program and research has been done to find ways to increase the utilization of the program. If one staff member could dedicate their time to landlords, that could potentially help the program get utilization numbers where they need to be as well as improve the rapport with the landlords in the community

A. Hartman stated that landlords in her neighborhood don't like the HCV program because they don't like the people on the program. R. Hallet asked how many of the landlords have a perception in their mind from an experience 10 or 15 years ago. A. Hartman stated when the landlords do a background check and see that a person was just thrown out of their last place, the landlords refuse to sign a lease with that person. Part of the problem is a bad perception, but the landlords also need help in clearing out the people who are going to cause them major headaches. R. Hallet stated that landlords can have a bad experience whether the person is on the voucher program or not.

A. Nicholson questioned if port outs are included in the need for the vouchers. R. Hallet responded that it is hard to know. There were 225 applicants for the month of June, of which some may be intending to port out, but at the time of application that is unknown. A. Nicholson questioned if we ask applicants if they are intending to move their voucher to a different community. P. Leifker stated that the question can be asked, but it may cause potential Fair Housing concerns because the Authority cannot deny based on the answer to that question. A. Nicholson stated he was trying to understand where the vouchers were going, or if they were staying with our community. P. Leifker stated he would look into HUD regulations to see if that is an allowable question to ask.

A. Hartman questioned if P. Leifker is able to tell from some of the answers the participants give if they are planning to port out. P. Leifker stated that he is not able to tell from the application, but once they are taken off the waiting list they will often indicate during their appointment their desire to port out of Brown County. At that point the participant is expressing their desire to utilize portability which is a right within the program. A. Hartman stated that the need is not just in Green Bay, but that it is in all of the areas where participants are porting out to. Because BCHA has an open wait list the applicants are seeing it as a source for our voucher.

A. Nicholson stated that the number of port outs also puts a burden on BCHA's finances. R. Hallet asked if P. Leifker could estimate the number of lease ups that do port out. P. Leifker stated that he would look into it but that he did not know that information off hand. R. Hallet stated that she believes the majority of them are still using their voucher in Brown County. A. Hartman stated that if 20 percent of participants are porting out that is a large number. P. Leifker stated that based off a report from last quarter there was a total of 660 participants that have been accounted for as port outs. That is a rolling number and equals to be about 250 each month, but emphasized that is not new port outs each month as each port out participant continues to be counted each month until the receiving PHA absorbs them. A. Hartman stated that the port outs are not being absorbed in the new community as quickly as we would like to see, and questioned if more housing authorities absorb the vouchers at the end of the year. P. Leifker stated that historically ICS does see that trend occurring. This happens because it is

beneficial at the end of the year as it increases their leasing immediately, but negatively affects BCHA at that time.

A. Williams questioned what ICS is looking for in terms of background for the Landlord Resource Specialist position. P. Leifker stated they are looking for candidates with property management experience. M. Roberts added that lease knowledge would be beneficial as well. He also referenced that the Landlord Resource Specialist would help create a good renter program that would work with the clients in terms of lease compliance so they understand how to abide by the regulations.

A. Williams indicated that he would prefer to see the position be more of a landlord liaison who could focus more on helping the landlords. The purpose of the position should be to focus on adding more landlords to the program. R. Hallet stated that the focus of the position should also be to maintain positive relationships with the landlords so as to retain landlords who are willing to work with the program. She added that if landlords are renting to participants who are struggling to comply with their lease the Landlord Resource Specialist could possibly step in to help alleviate problems which could help retain a good rapport with the landlords, thus retaining their involvement with the program. A. Williams questioned if there was a position currently that does that. R. Hallet responded that there is not, and the current specialists do not have the time to dedicate to the extent that the Landlord Resource Specialist would. A. Nicholson questioned what would be the difference between the proposed Landlord Resource Specialist and A. Williams' idea of a Landlord Liaison. A. Williams stated the Landlord Liaison would be dedicated to working with landlords; they would focus on bringing in new landlords as well as maintaining landlords in the program. R. Hallet stated that by working with the participant you are also working with the landlord. If the participant is on the verge of being evicted and there was a person who could step in to resolve the problem that would help build better relationships with the landlords. A. Williams stated he does not believe that the Landlord Resource Specialist would have the ability to solve problems between landlords and participants in order to prevent evictions. If that is what the position would be used for he would not be in favor.

T. Deidrick stated it would be important to make contact with landlords in outlying areas in order to get people out of the inner city. This could be done by building relationships and getting rid of misunderstandings that landlords have in the more rural areas of the county. The position may also help reduce the number of no shows on HQS's which could save some money.

P. Leifker stated that a lot of the job description is based off information received from a similar position within the Madison, WI Community Development Agency. A. Williams stated that he is concerned with the number of different duties assigned to the Landlord Resource Specialist and if the position will have enough time to actually interact with the landlords. If the position is filled by someone who has landlord experience the potential landlords would feel like they have someone on their side. This person would have the ability to go out and dedicate themselves to helping landlords.

A motion was made by A. Nicholson to hold the item until the next meeting for the job description to be rewritten and measurables to be developed, seconded by A. Williams. Motion carried.

T. Deidrick suggested that ICS talk to some of the key landlords in the program and ask what they would want from the position. Discussion should be had with both big and small landlords to find out what they need help with.

6. Discussion and approval of use of additional administrative fees due to increased proration.

R. Hallet explained that this item was tabled from the June BCHA meeting and was in regards to ICS's requested to use \$48,000 additional money received from HUD for increase staff salaries as well as an upgraded phone system. M. Roberts stated that at the last meeting the Authority requested an additional quote for the phone system upgrade. He provided quotes from their current vendor as well as a new vendor. The current vendor would cost \$5,795 and the new vendor proposed \$13,553. The new vendor's price is much higher as they would not be able to update the current system, but would instead bring in their own system.

A. Nicholson requested clarification on the cost of the upgrade. M. Roberts explained the two different quotes. M. Roberts stated that the new vendor would have to bring in new phones as they do not use the manufacture that ICS currently uses. A. Nicholson questioned if M. Roberts was asking for a total of \$13,553 for the upgrade. M. Roberts clarified that ICS is only looking for the \$5,795 to upgrade the phone systems with their current vendor.

A motion was made by A. Nicholson to approve \$5,795 for ICS's phone system upgrade with ESG, seconded by T. Deidrick. Motion carried.

R. Hallet referenced a hand out provided by M. Roberts which shows comparable salaries for ICS salaries. M. Roberts stated that he put together a list of jobs from other housing agencies and non-profits where the job duties are very similar to what ICS's Housing Specialists do. He broke down the different position's hourly minimum, hourly maximum, yearly minimum, and yearly maximum, and used that information to show the variance from those positions to ICS's salaries. M. Roberts explained that the information on the comparables chart shows that ICS is under the average of both public and non-profit in terms of salaries. M. Roberts further explained that \$16.86 is the average minimum salary for all public authorities and non-profits together. That number is compared to ICS's average salary right now which is \$15.99 shows that ICS is \$0.87 under the minimum with their current salaries. R. Hallet reminded the authority that the request last month was for one dollar increase per employee which would put ICS in line with the average minimum pay scale for all other comparable positions. The request last month was for a total of \$33,000 for the year. That amount would be about two percent of the current reserves.

A. Nicholson stated that he believes the pay increases should be budgeted and that giving pay raises in the middle of the year is not good practice. T. Deidrick stated he thought there was an understanding that this item would be reviewed in November and a decision would be made then. M. Roberts clarified that he was just following up from the last meeting by providing the Authority with the information they requested and that this information would be used when creating the budget for next year in order to budget increases in pay for ICS employees.

7. Approval to amend BCHA bylaws to add a section regarding absences from meetings.

A. Nicholson stated that he had a conversation with A. Hartman concerning this topic and that they felt this should be done on a case by case basis and that nothing should be added to the bylaws concerning this topic. A. Hartman expressed that the emergency absence of C. Goddard at this meeting is why it is hard to determine what is considered excused or unexcused. A. Williams stated that he had to adjourn a hearing in Sheboygan in order to get back to Green Bay for the meeting on time. A. Hartman expressed that she would be

uncomfortable putting into the bylaws that in order to be considered excused the absence must be called in by a certain time on the Friday before the meeting.

R. Hallet explained that whether the commissioner's absence is excused or unexcused they are still not able to participate and gain knowledge about the discussion first hand, and they are not there to share their knowledge and experience which could add value to the discussion. She suggested that the absence being excused or unexcused may be irrelevant, and the wording of the policy could be after a set number of absences, whether excused or unexcused, the Authority would have the right to remove the commissioner. A. Hartman questioned if this would be based off a 12 month period from January to January, or 12 months rolling. R. Hallet explained it would be 12 months rolling.

Motion made by A. Nicholson to receive and place on file, seconded by A. Williams. T. Deidrick requested more discussion.

T. Deidrick stated that there are several unique reasons why commissioners could be absent and that the Authority needs to find a way to figure out excused and not excused. A. Hartman expressed that life happens which can cause commissioners to miss meetings, but they all made a commitment to be on the Housing Authority and to the best of their ability they should be there. R. Hallet stated T. Deidrick emailed her with the absence policy for the board at Options for Independent Living. Their policy is two unexcused absences or no more than three absences in a year. T. Deidrick explained that the problem with following that is Options only has eight meetings a year and the BCHA has 12. He suggested the Authority needed to discuss this further to work out an appropriate policy that everyone feels is fair. A. Nicholson suggested leaving the decision up to the Chair, and allowing the discussion to be brought up again if there are issues.

A. Hartman asked if there was any further discussion. Being none, she called for a vote on the previous motion. Motion carried.

NEW BUSINESS:

8. Approval of revisions to Chapter 14 (Program Integrity) of the Administrative Plan.

R. Hallet explains this item is in reference to the OIG audit from 2015. One of the items from the audit is that OIG is recommending the Authority reinforce the quality control procedures for the file reviews of the HCV Program. A proposed paragraph would be added to the administrative plan which explains PHA staff or a contractor hired by the housing authority would conduct the quality control reviews.

A. Williams questioned if this was just an administrative change that OIG wanted, this is not based off problems that were not being reviewed. R. Hallet explained that she has been doing the file reviews but it was never part of the Administrative Plan. The OIG recommended that R. Hallet follow up on the corrections to ensure that they are being made.

A. Nicholson questioned who would benefit from this revision. R. Hallet explained the clients and the program would both benefit from the files being calculated properly.

A motion was made by A. Nicholson to approve, seconded by A. Williams. Motion carried.

9. Discussion and possible action regarding BCHA loan on property at 1239 St. Clair Street in Green Bay, WI.

R. Hallet explained there may be possible litigation regarding this issue, so requested the Authority go into closed session to discuss it.

A. Hartman read the closed session language but A. Williams stated that without legal counsel present, the Authority cannot go into closed session to discuss this item. R. Hallet stated that Attorney Hooker from Corporate Council was unable to attend today's meeting but shared information with her that she could share with the Authority. A. Williams stated that this is not permissible. Staff attempted to contact Attorney Hooker by phone but was unable to reach her. R. Hallet stated she will communicate with Attorney Hooker and if the information is time sensitive a special meeting will be called.

A motion was made by A. Nicholson to refer to staff and have director report back to the commissioners if a special meeting needs to be held, seconded by A. Williams. Motion carried.

The Authority took agenda items 11 and 13 out of order:

11. Glossary of HUD acronyms.

The Authority members reviewed the HUD acronym definitions and expressed appreciation for this document.

13. Review of Budget section of Lead the Way training.

Item #13 will be held over for the next available meeting.

INFORMATIONAL:

12. Moving to Work Expansion Program.

As requested at the last meeting, R. Hallet provided more information on the Moving to Work and it's Expansion Program. Moving to Work is a special program that housing authorities could opt to participate in that has three main initiatives: to develop policies to make the program and its funding more efficient, to help residents find employment and become self-sufficient, and to increase housing choice for low income families. Housing authorities that choose to participate in Moving to Work need to develop policies that would reach those three objectives. The program is not available for individual participation and is only available for entire housing authorities. Examples were provided on different strategies and policies that housing authorities could take to attempt to reach the three objectives. A map was provided to show the 35 existing housing authorities that are participating in the Moving to Work program currently. HUD will be opening up an expansion to the Moving to Work program and housing authorities have the chance to apply to participate. R. Hallet explained that participation in MTW would involve more work from the authority, but it could have a lot of great benefits in helping to form the future of the HCV program. The program could also have direct impact on the clients by helping them to be more successful in the community.

A. Hartman questioned if there was an opportunity to use policies that other housing authorities have already developed. R. Hallet explained that the existing housing authorities on the program are required to report promising practices which can be duplicated by other housing authorities. The policies would not necessarily be quick and easy and would require a lot of thought and strategizing as to how to best formulate them in our community. The policies would be things that may require additional costs to the Authority, for which HUD does not provide any

additional funding to participate in the program. R. Hallet explained that HUD is not accepting applications at this point and that this item was just for the commissioner's information so they can begin to consider if the Authority might want to become involved.

A. Hartman question if there was any idea as to what the cost would be. R. Hallet stated it would depend on what the Authority implements, and could involve an expansion to programs such as FSS which are already in place. A. Hartman questioned if there was any information on the timeline for HUD to start accepting applications. R. Hallet stated in fall HUD will publish a notice through which housing authorities can apply to be a part of the initial cohort of housing authorities in the program. HUD then hopes to select the housing authorities in the spring or summer of 2017. R. Hallet explained that no action needed to be taken at this time.

T. Deidrick suggested if the Authority is selected to participate in the program that the Authority could contract the work out to someone who has as background in this work.

BILLS:

A motion was made by A. Nicholson to approve the bills, seconded by T. Deidrick. Motion carried.

FINANCIAL REPORT:

A motion was made by A. Nicholson to receive and place on file, seconded by T. Deidrick. Motion carried.

STAFF REPORT:

14. Date of next meeting: may be cancelled, or if needed, August 15, 2016.

R. Hallet indicated that there were hopes to cancel the August meeting, but in light of item #10, there may be a need for a meeting.

Motion to adjourn made by A. Nicholson, seconded by A. Williams. Motion carried. Meeting adjourned at 4:58 pm.

MW:RAH

NEVILLE PUBLIC MUSEUM
OF BROWN COUNTY



BRIDGING COMMUNITIES, CONNECTING GENERATIONS
NEVILLEPUBLICMUSEUM.ORG

PROCEEDINGS OF THE BROWN COUNTY NEVILLE PUBLIC MUSEUM GOVERNING BOARD

Pursuant to Section 19.84, Wis. Stats., a meeting of the **Brown County Neville Public Museum Governing Board** was held at 4:30 p.m. on Monday, August 8, 2016 at the Neville Public Museum, 210 Museum Place, Green Bay, Wisconsin

PRESENT: Kevin Kuehn, Kramer Rock, Bernie Erickson, and Erik Hoyer
ALSO PRESENT: Kasha Huntowski and Beth Lemke

CALL MEETING TO ORDER

1. Chairman Kuehn called the meeting to order at 4:33PM.
2. **APPROVE/MODIFY AGNEDA**
Motion made by Erik Hoyer and seconded by Kramer Rock to approve the agenda.
Vote taken. **MOTION APPROVED UNANIMOUSLY.**
3. **Museum Director Report.** Museum Director Lemke shared that the 2017 Budget meeting with the County Executive went smoothly. She described how she was able to provide a balanced budget while recommending a \$37,000 marketing and promotions budget. In FY16 the museum will spend over \$21,000 in our collections management database conversion. Costs in FY16 include SQL Server charge backs from Tech Services and data migration of current system, purchase of new system and import of data into new system. In FY17 costs will be reduced to less than \$3,000 to operate the new system. Additionally, as a department we do not have to make up the increase in salary and fringe for the museum's curator and education specialist to remain salaried/exempt status. Museum Director Lemke's budget reflects the recommendation of increasing the rate per hour for contract Guest Services staff in FY 17.

Museum Director Lemke provided overview of Past Perfect Collections Management System and a handout of all of the Midwest Museums currently using the product. The link to all the museums using Past Perfect Online is <http://www.pastperfect-online.com/>

Museum Director Lemke also provided Board Members the Department Initiatives that will appear in the budget book and copies of the Museum's Goals and Strategy 2016-2022.

Museum Director Lemke asked Board Members for feedback on the Pre-Design Diagrams and Explanations of the Visitor Experience and Architectural Exhibition Master Plan from Triad Creative Group. She also provided the next steps in the process to continue towards the fall 2016 completion date of the final report.

Reporting from a staff meeting she shared staff decided instead of using the terms Prehistory and Natural World the team is leaning toward the term Sciences. It would still be the same amount of area/sq feet. The Neville team just could not resolve Prehistory coming before the Natural World and the compromise was Sciences. Additionally, Early Peoples/Exploration has now turned into Immigration with Early People as a sub theme; the Green Bay / NE WI core will likely follow a chronology; and to each theme we are adding sub themes, then adding signature artifacts, then ancillary artifacts and crafting a one sentence big idea for each section.

Discussion ensued; no specific feedback was provided, staff was commended on the process.

4. Museum Deputy Director Report. Deputy Director Cullen was not present. Museum Director Lemke shared information about on-going public archaeology program offerings and invited Board Members to participate in the August 9th and September 24th events.

09-Aug-2016 Hardcore History: Digging Into the Archaeology of Fort Howard

Discover the history you thought you knew... 6:00 p.m. The American military fort of Fort Howard has never been conclusively found, despite previous research that attempted to pinpoint its location in the heart of Green Bay. Using cutting edge technology and conventional archaeology, see what new discoveries have come to light during recent survey work directed by the Neville Public Museum at the Fort Howard Site. Presented by Deputy Director Kevin Cullen.

24-Sep-2016 Parkaeology at Bay Shore County Park

10:00 a.m. - Noon

Did you know that the Green Bay Packers held their training camps during the late 1940's at what is now Bay Shore Park? Known as Rockwood Lodge, it was possibly the first self-contained team training facility in NFL history. The program will include a presentation of the park's history, followed by a hands-on demonstration using archaeological tools to locate the foundations of the former Rockwood Lodge that burned down in 1950. This Parkaeology program will be co-presented by the Brown County Park Department and Neville Public Museum staff.

Pre-registration required:

Call the Parks office: (920) 448-6242

Participant Fee: \$3/kids, \$5/adults, \$15/family

5. Such other matters as authorized by law:

2016 Governing Board Meeting Dates

Monday, October 10, 2016

Monday, November 14, 2016

Monday, December 12, 2016

Next meeting of the Neville Public Museum Governing Board will be **Monday, September 12, 2016 at 4:30pm.**

6. Adjournment. Chairman Kuehn called the meeting to an end at 5:13 PM.
Motion made by Bernie Erickson and seconded by Kramer Rock to approve.
Vote taken. MOTION APPROVED UNANIMOUSLY.

Minutes
BROWN COUNTY PLANNING COMMISSION
BOARD OF DIRECTORS
Wednesday, June 1, 2016
Green Bay Metro Transportation Center
901 University Avenue, Commission Room
Green Bay, WI 54302
6:30 p.m.

ROLL CALL:

Paul Blindauer	<u>Exc</u>	Mark Handeland	<u>X</u>	Debbie Schumacher	<u>X</u>
James Botz	<u>X</u>	Matthew Harris	<u>X</u>	Ray Tauscher	<u>X</u>
Brian Brock	<u>X</u>	Frederick Heitl	<u>Exc</u>	Jason Ward	<u>X</u>
William Clancy	<u>X</u>	Phil Hilgenberg	<u>X</u>	Dave Wiese	<u>Exc</u>
Norbert Dantinne, Jr.	<u>X</u>	Kathleen Janssen	<u>X</u>	Reed Woodward	<u>X</u>
Bernie Erickson	<u>X</u>	Dotty Juengst	<u>X</u>	City of Green Bay (Vacant)	
Kim Flom	<u>X</u>	Patty Kiewiz	<u>X</u>	City of Green Bay (Vacant)	
Steve Gander	<u>X</u>	Michael Malcheski	<u>X</u>	Br. Co. Board-DePere (Vacant)	
Adam Gauthier	<u>Exc</u>	Gary Pahl	<u>X</u>		
Steve Grenier	<u>X</u>	Terry Schaeuble	<u>X</u>		

OTHERS PRESENT: Chuck Lamine, Lisa Conard, and Kathy Meyer

N. Dantinne welcomed Gary Pahl back to the Brown County Planning Commission Board of Directors.

1. Approval of the minutes of the April 6, 2016, regular meeting of the Brown County Planning Commission Board of Directors.

A motion was made by S. Grenier and seconded by M. Harris to approve the corrected minutes of the April 6, 2016, regular meeting of the Brown County Planning Commission Board of Directors noting that the motion to approve the four Transportation Alternatives Program (TAP) applications with a request to WisDOT that the projects be programmed for calendar year 2017 if possible was made by Paul Blindauer, not Phil Hilgenberg who was not at the meeting. Motion carried.

2. Receive and place on file the draft minutes of the May 16, 2016 meeting of the Brown County Planning Commission (BCPC) Transportation Subcommittee.

A motion was made by W. Clancy and seconded by P. Kiewiz to receive and place on file the draft minutes of the May 16, 2016 meeting of the BCPC Transportation Subcommittee. Motion carried.

3. **Public Hearing:** Mid-Year Update – Major Amendment #2 to the 2016-2020 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

L. Conard provided an overview of the mid-year update via PowerPoint.

L. Conard noted that a TIP contains a five year program that includes:

- highway and road projects
- transit projects
- transportation services for seniors and individuals with disabilities
- transportation facilities such as trails and safe routes to schools activities

L. Conard stated that MPOs are required by federal transportation law to complete a mid-year update to the TIP. The update details project programming and funding modifications and must be approved by the MPO policy board. L. Conard stated that the MPO must process the update in the form of a TIP Amendment.

L. Conard noted that one of the federal funding programs that the BCPC Board has approval authority over is the Surface Transportation Block Grant (STBG) Program (formally STP-U). Program details:

- federal funding allocated to Urbanized Areas based on a population formula
- variety of transportation project eligible
- MPO staff works with local entities to identify projects
- process of ranking projects
- MPO decides which projects to fund
- identify projects every two years scheduled over a five year program

L. Conard noted that two projects dropped out of the program and reviewed the reallocation recommendations supported by the MPO staff and BCPC Transportation Subcommittee.

STBG Approved Program 2016-2020	Action	SFY 2017	SFY 2020	Total
Gray Street - Reed St to Velp Av - Reconstruction	Remove Gray Street from 2017 program ; \$1,823,777 STBG funds to be reallocated or shifted by BCPC.	-\$1,823,777		-\$1,823,777
CTH GV (Monroe Rd) - Hoffman Rd to STH 172 - Design	Brown County Public Works proposal for road improvements rejected by the Village of Bellevue Board; \$216,000 STBG design funds from 2017 and \$1,135,688 STBG construction funds from 2020 to be reallocated.	-\$216,000	-\$1,135,688	-\$1,351,688
CTH GV (Monroe Rd) - Hoffman Rd to STH 172 - Reconstruction				
Total:		-\$2,039,777	-\$1,135,688	-\$3,175,465

2016-2020 STBG Approved Program Projects Funded Below 80% Maximum Allowable	Recommendations	SFY 2017	SFY 2020	Total
S. Huron Road (CTH EA) - Willow Rd to STH 29 - Design	Add 2017 funds to reach 80% maximum.	\$13,440		\$13,440
Two 40' Buses for Green Bay Metro (Green Bay, De Pere, Ash, Allouez & Bellevue)	Add 2017 funds to reach 80% maximum.	\$241,482		\$241,482
Erie Street - O'Keefe Rd to Virginia Dr - Reconstruction	Add 2017 funds to reach 80% maximum.	\$152,000		\$152,000
Helena Street - Seventh St to Sixth St - Reconstruction	Add 2017 funds to reach 80% maximum.	\$340,000		\$340,000
Manitowoc Rd - Allouez Av (CTH O) to Kewaunee Rd (STH 29)-Reconst. (Currently funded with \$1,156,833 in STBG funds)	Add 2020 funds to reach 70%, up from 50%.		\$451,076	\$451,076
Projects From Approved Priority List				
Two 35' Buses for Green Bay Metro (Green Bay, De Pere, Ash, Allouez & Bellevue)	Fund acquisition in 2017 at 80%.	\$728,000		\$728,000
Vanderperren Way (CTH HH) - Ashland Av to Holmgren Way	Fund design in 2017 at 80%.	\$321,792		\$321,792
	Fund construction in 2020 at 53%.		\$927,675	\$927,675
Additional Consideration				
Gray Street - Reed St to Velp Av - Reconstruction	City of Green Bay to reintroduce Gray Street for 2018-2022 STBG Program; Green Bay has requested that the project be placed at top of priority list.			lbd
Total:		\$1,796,714	\$1,378,751	\$3,175,465

* Note: STBG program for 2017 has capacity of \$2,039,777. STBG program does not have capacity for 2018 or 2019.

Projects funded and completed in 2017 will not affect the 2018-2022 STBG capacity.

The table above represents the MPO staff recommendation. The reallocation scenario recommended is designed to maximize the amount of STBG funding available for projects in the current funding cycle and the next funding cycle.

L. Conard noted in addition to funding existing 2017 projects at the 80% maximum and one 2020 project at 70%, two projects on the approved contingency projects were identified and recommended for funding. They include: two additional buses for Green Bay Metro and reconstruction of Vanderperren Way (CTH HH) from Ashland Avenue to Holmgren Way. In addition, the City of Green Bay has requested that Gray Street be moved to the top of the priority list for the next STBG award cycle.

L. Conard stated that the Transportation Subcommittee made a recommendation for approval of the scenario presented.

L. Conard reviewed the programming and funding adjustments made to other federal funding programs and projects, noting that they were relatively minor.

L. Conard asked three times if anyone else wished to speak. Hearing no comment, L. Conard closed the public hearing.

L. Conard noted that in addition to this public hearing, MPO staff:

- posted a legal notice twice in the local newspaper
- held 15-day public review and comment period
- submitted amendment to 170+ interested parties
- posted amendment on the Brown County website
- posted amendment on Facebook and Twitter

4. Discussion and action on the Mid-Year Update – Major Amendment #2 to the 2016-2020 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area.

Discussion occurred concerning some of the minor changes WisDOT made to its program.

A motion was made by M. Malcheski and seconded by K. Flom to approve the Major Amendment #2 to the 2016-2020 Transportation Improvement Project (TIP) for the Green Bay Urbanized Area with the reallocation of STBG fund as recommended by staff and the Transportation Subcommittee. Motion carried.

5. Discussion and action regarding the allocation of surplus funds from the Green Bay Urbanized Area's CY 2016 Section 5310 Program.

L. Conard stated that Section 5310 is a federal program which provides funding for specialized transportation services for seniors and individuals with disabilities. The Brown County Planning Commission Board of Director's decide which projects to fund in the Green Bay Urbanized Area. Last fall staff solicited applications, ranked them, and provided recommendation for approval to the BCPC. Two projects were funded; two vehicles for the Curative Connections transportation program and one vehicle to the Disabled American Veterans to transport veterans to medical appointments. L. Conard noted that the BCPC allocated approximately \$131,000 of the \$161,000 leaving approximately \$30,000 available to fund additional project(s).

L. Conard referred to the staff report in the agenda packet and stated staff is recommending that the \$30,000 be awarded to Green Bay Metro to partially fund a transportation mobility manager program beginning in late 2016. L. Conard stated that the mobility manager has been a need identified in many plans and programs for a number of years. The mobility manager will be in charge of identifying appropriate forms of transportation largely for seniors, persons with disabilities, and low-income individuals. The ADRC and several other human service agencies in Brown County have been advocating for this position and Green Bay Metro has agreed to take on this responsibility. The mobility manager, although housed at Green Bay Metro, will work with individuals and agencies in all of Brown County, not just the area currently served by Green Bay Metro. The MPO, Green Bay Metro, and the ADRC are looking at various funding sources to sustain this position. L. Conard noted that the funds will no longer be available after June 3, 2016 and if the funds are not used they will need to be turned back to the federal government.

Discussion occurred on the merits of the transportation mobility manager and related services as well as a sustainable funding strategy for the program.

A motion was made by M. Malcheski and seconded by G. Pahl to approve the funding request for Green Bay Metro for a specialized transportation mobility manager. B. Erickson abstained from voting. Motion carried.

6. Director's Report

C. Lamine stated that he received Peter Schlein's resignation. Peter accepted a position with the City of De Pere Community Development Department. Peter's last day with Brown County will be noon on Friday, June 10, 2016.

C. Lamine noted that the Green Bay area school district asked staff to pass along their appreciation for selecting their four applications for Safe Routes to School Plan funding.

C. Lamine shared an article from the American Planning Association magazine where he and C. Runge were interviewed on roundabouts.

A motion was made by B. Erickson and seconded by J. Ward to receive and place on file the Directors Report. Motion carried.

7. Brown County Planning Commission staff updates on work activities during the months of April and May, 2016.

C. Lamine was asked to give a brief update on County Highway GV as it relates to references in the staff activity report. C. Lamine noted that there have been meetings with Ledgeview staff and a surveyor developer looking at a new subdivision at the intersection of X and GV and locating a curve for the potential road location for the future bridge.

C. Lamine was asked to provide an update on the Rural Specialized Transportation Study. C. Lamine noted that A. Schuette is currently preparing the study and anticipates presenting draft recommendations to the working group in August. It is anticipated that the full report will be presented to the ADRC Board in September.

A motion was made by S. Grenier and seconded by K. Janssen to receive and place on file the staff updates on work activities of April and May, 2016.

8. Other matters.

N. Dantinne asked if there were any agenda items for a July meeting and noted that normally the BCPC Board of Directors July meeting is cancelled. No agenda items for a July meeting were identified.

C. Lamine asked for suggestions for where to hold the August BCPC Board of Director's meeting.

9. Adjourn.

A motion was made by G. Pahl and seconded by M. Harris to adjourn. Motion carried.

The meeting adjourned at 7:40 p.m.

**STAFF REPORT
TO THE
BROWN COUNTY PLANNING COMMISSION
August 3, 2016**

June and July, 2016 Staff Activity Reports

The recent major planning activities of Chuck Lamine, Planning Director:

- Coordinated and attended the June 1 Brown County Planning Commission Board of Directors meeting.
- Attended two Economic Development Committee Department Head meetings with County Executive.
- Coordinated and developed the overall 2017 Planning and Land Services Department budget.
- Facilitated staff meetings with Planning Division and PALS Manager Staff.
- Attended June 27 Planning, Development and Transportation Committee meeting.
- Met with County Executive and various county representatives regarding potential improvements and development of the Brown County Research and Business Park.
- Prepared for and participated in an EIS Lead Agencies meeting with WisDOT staff, and the County Principal Transportation Planner.
- Reviewed applications for the MPO's vacant Transportation/GIS Planner I position.
- Participated in several meetings coordinating the Capital Improvements Plan submittal and Project Charter for the replacement of the 30 year old Brown County AS 400 based Land Records and Tax Records System with management staff of the Planning and Land Services, Technical Services, Administration Departments and the County Treasurer's office.
- Attended the July 25, Planning, Development and Transportation Committee meeting to present the Land Records and Tax Records System replacement system for CIP and RFP approval.
- Successfully completed a CDBG-ED Grant close out report for a grant to Marquis Yachts, LLC in Pulaski, WI.
- Completed a loan security subordination agreement for a Brown County Economic Development Revolving Loan Fund program loan as approved by the loan committee.
- Chaired the July 26 Land Information Council meeting.
- Prepared for and participated in a meeting with the County Planning Director, County Executive, and a representative of the Greater Green Bay Area Chamber of Commerce to discuss the status of the Southern Bridge and Arterial Streets Project.
- Attended an Economic Development Partners Roundtable meeting that was hosted by Advance.
- Worked with the Principal Transportation Planner to analyze a county highway project cost-sharing proposal by the Brown County Public Works Department.
- Met with Public Works Director and County Executive to discuss planning related issues associated with a county highway project cost-sharing proposal by the Brown County Public Works Department.
- Served as the Brown County representative to the City of De Pere TIF #7 Joint Review Board meeting on July 19.
- Met with County Executive and representatives of WHEDA to discuss economic development and housing programs.

- Participated with the County Executive and Eric Fowle, Executive Director of East Central Regional Planning Commission regarding an I-43 Economic Development initiative.
- Attended the June 15 Brown County/Green Bay Professional Football Stadium District meeting.
- Completed required Human Resources supervisory training.

The recent major planning activities of Cole Runge, Principal Transportation Planner:

- Prepared for and participated in a conference call with a potential Surface Transportation Block Grant (STBG) funding applicant and the County Senior Transportation Planner.
- Prepared for and participated in a meeting with the County Transportation/GIS Planner and the Brown County Public Works Department Director and Engineering Manager regarding bicycle and pedestrian facilities on and along county highways for the 2016 Brown County Bicycle and Pedestrian Plan Update.
- Continued to work on a bicycle and pedestrian crash analysis for the 2016 Brown County Bicycle and Pedestrian Plan Update.
- Prepared for and participated in a meeting with the County Senior Transportation Planner and representatives of Green Bay Metro and the Aging and Disability Resource Center (ADRC) of Brown County regarding establishing a Specialized Transportation Mobility Manager Program for Brown County.
- Developed a staff report to the BCPC Board of Directors regarding a request from Green Bay Metro to use unallocated funds from the CY 2016 Section 5310 Program to establish a Specialized Transportation Mobility Manager Program in 2016.
- Developed a brief paper regarding reasons for including the Southern Bridge and Arterial Streets Corridor on Wisconsin's portion of the National Critical Urban Freight Corridors system.
- Prepared for and participated in a monthly EIS Lead Agencies meeting with the County Planning Director and representatives of WisDOT.
- Prepared for and participated in a meeting with the County Planning Director, County Executive, and a representative of the Greater Green Bay Area Chamber of Commerce to discuss the status of the Southern Bridge and Arterial Streets Project.
- Attended an Economic Development Partners Roundtable meeting that was hosted by Advance.
- Developed the agenda and other information for the June meeting of the Brown County Transportation Coordinating Committee (TCC) and sent the information to the TCC members. Also chaired the TCC meeting, presented information at the meeting, and developed and sent follow-up correspondence to TCC members after the meeting.
- Developed notification memos and other information for the upcoming TCC Section 5310 Program Project Review Subcommittee meeting. The meeting will be held to discuss and rank the applications that are submitted for CY 2017 Section 5310 Program funds. The subcommittee will also develop funding recommendations for the full TCC to consider.
- Reviewed data from WisDOT's Northeast Region Travel Demand Model in preparation for a conference call with WisDOT staff regarding updates to traffic forecasts that were prepared for the State Highway 32 study in De Pere. Also participated in the conference call with WisDOT staff. This work was completed at the request of WisDOT staff.
- Discussed design options for State Highway 32 in downtown De Pere with the De Pere City Engineer.

- Researched crash data for the I-43/Manitowoc Road interchange area at the request of Village of Bellevue staff. Also discussed my findings with Bellevue staff.
- Completed the crash statistics section of the MPO's 2016 Transportation System Performance Measures Report. Also reviewed and commented on the full report.
- Worked with the County Planning Director to analyze a county highway project cost-sharing proposal by the Brown County Public Works Department. Also researched Wisconsin county highway construction and reconstruction funding policies.
- Reviewed applications for STBG funds and checked crash statistics to determine if the projects proposed in the applications would correct crash problems. Also met with the County Senior Transportation Planner to discuss scores for the applications.
- Performed field reviews of proposed STBG projects with the County Senior Transportation Planner.
- Developed the MPO's draft cost allocation plan for 2017.
- Developed the transportation grant form for the PALS Department's 2017 budget.
- Reviewed applications for the MPO's vacant Transportation/GIS Planner position.
- Began to develop the 2017 MPO Transportation Planning Work Program.
- Developed the MPO's report and reimbursement request to WisDOT for the second quarter of 2016. Also completed a second quarter expense report to the BC Administration Department.
- Prepared information for the MPO's mid-year review meeting with WisDOT and the Federal Highway Administration (FHWA). Also participated in the meeting, presented information, and answered questions from meeting participants.
- Developed a proposal to WisDOT and FHWA for federal transportation planning funds to help pay for a 2017 Brown County aerial photo project. Also answered questions from WisDOT and FHWA about the proposal and incorporated the funds into the MPO's draft 2017 budget when the proposal was approved by WisDOT and FHWA.
- Reviewed and commented on the draft 2017-2021 Transportation Improvement Program (TIP).
- Conducted three weekly MPO staff meetings.

The recent major planning activities of Aaron Schuette, Principal Planner:

- Prepared and submitted CDBG-Housing quarterly reporting materials and reimbursement request to WDOA.
- Processed purchase orders for the Northeastern Region CDBG-Housing Program and Brown County RLF-Housing Programs.
- Prepared 16 Environmental Review Records for proposed regional CDBG-Housing projects.
- Prepared 3 historic review requests for regional CDBG-Housing projects.
- Sent out CDBG-Housing or Housing-RLF applications to potential clients as requested.
- Coordinated with WDOA and City of Manitowoc regarding loan reassignments and loan paybacks.
- Updated individual obligation journals for housing rehabilitation loan projects when completed.
- Prepared a draft Brown County Housing-RLF Policy and Procedures Manual.
- Coordinated with Brown County administration regarding annual audit of Housing program files.
- Received notification of a new regional CDBG-Housing grant award from the Wisconsin Department of Administration in the amount of \$2.38 million for the next two years.

- Coordinated with the Planning Director and Office Coordinator regarding preparing the 2017 departmental budget.
- Received notification of a Wisconsin Coastal Management Program grant award in the amount of \$29,900 to prepare the Brown County Harbor, Marina, and Launch study.
- Held a meeting of the Brown County Rural Specialized Transportation Study Committee on June 7 to review the draft information to date.
- Completed a full draft of the Brown County Rural Specialized Transportation Study.
- Participated on the request for proposals review committee interviews for Brown County Courthouse dome repair consultant selection.
- Prepared and distributed Farmland Preservation Maps to the participating municipalities for updating.
- Continued developing the Brown County Farmland Preservation Plan / Agricultural Chapter of the Brown County Comprehensive Plan updates.
- Gave a presentation on the draft Town of Morrison Comprehensive Plan at an open house meeting at the Morrison Town Hall on the evening of June 9.
- Attended the Town of Morrison Board meeting on the evening of July 12 for adoption of the 2016 Town of Morrison Comprehensive Plan Update.
- Gave a presentation on the draft Village of Wrightstown Comprehensive Plan at an open house meeting at the Wrightstown Village Hall on the evening of June 15.
- Prepared a proposal to prepare the Town of Holland Comprehensive Plan Update.
- Prepared and executed a contract for the Town of Wrightstown Comprehensive Plan Update.
- Completed a draft of the Housing Chapter for the Village of Pulaski Comprehensive Plan.
- Performed an inventory of Pulaski parks for the Comprehensive Plan and Park and Open Space Plan.
- Assisted the Town of Eaton, Town of Holland, Town of Glenmore, Town of Morrison, Village of Pulaski, and Village of Wrightstown Zoning Administrators with zoning/land division questions.
- Assisted 94 members of the public or local communities with inquiries related to the CDBG-Housing program, local planning, zoning, or land division issues.

The recent major planning activities of Dan Teaters, Senior Planner:

Projects

- Shadowed the Senior Natural Resources & Land Use Planner to assist with land division and natural resources projects.
 - Began reviewing the requirements for the development of a Comprehensive Outdoor and Recreation Plan.
 - Met with Brown County Parks Director to discuss the development of the Brown County Park and Outdoor Recreation Plan.
 - Collected information from previous meetings/public input opportunities.
 - Learned the process for CSM and Plat reviews.
 - Learned how to manage and report the WI DNR Water Quality Grant.
- Certified Survey Maps (CSMs).
 - Began Review of 21 new CSMs.
 - Completed review of 12 CSMs.
 - Signed and filed 25 CSMs.
- Plats
 - Preliminary Plats.

- Began review of 2 preliminary plats.
 - Completed review of 1 preliminary plat.
- Final Plats.
 - Began review of 6 final plats.
 - Completed review of 2 final plats.
 - Signed and filed 1 final plat.
- Provided additional planning services and ESA related duties, including advice to inquiries related to potential major and minor ESA amendments, identification of ESA violations, and assisting the public regarding allowed and restricted uses within an ESA buffer.
- Continued contact with staff from Brown County Public Works Department regarding the needs for data collection and updates related to the new MS4 Permit for Brown County.
- 2016 Brown County Park and Recreation Plan Update.
 - Continued gathering demographic information for the plan update
 - Began writing Chapters 1 (Introduction), 3 (Definitions), 4 (Planning Process), 5 (Summary of Past CORP's), and 6 (Planning Region Characteristics).
 - Began reviewing information gathered through the public participation process.
- 2016 Brown County Bicycle and Pedestrian Plan.
 - Began developing the Metropolitan Area and the Rural Area Bicycle Facility Recommendations and Justifications Chapters.

The recent major planning activities of Lisa Conard, Senior Transportation Planner:

- Began work on the *2017-2021 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Developed program schedule.
 - Issued request for STBG eligible projects.
 - Collaborated with WisDOT staff to identify committed roadway projects.
 - Collaborated with urban area public works staff to identify STBG eligible projects.
 - Collaborated with Metro staff to discuss and identify operating and capital programming.
 - Discussed potential applications for Federal Section 5310 Enhanced Mobility for seniors and Individuals with Disabilities program with area service providers.
 - Drafted text for the document.
- Published final *Mid-Year Update - Amendment #2 for the 2016-2020 Transportation Improvement Program (TIP) for the Green Bay Urbanized Area*.
 - Prepared final amendment document.
 - Prepared fiscal constraint demonstration.
 - Submitted amendment to FTA, FHWA, and WisDOT.
- Continued writing the draft *Action Plan* component of the *2016 Coordinated Public Transit-Human Services Transportation Plan for Brown County*. The plan is required by the Federal Transportation law FAST-Act and will allow certain federal and state human-service related transportation dollars to be applied for and received by select local agencies.
- Distributed request for project applications to interested parties regarding the *Federal Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Program*. Section 5310 provides funding for capital and operating projects that improve the mobility of seniors and individuals with disabilities. This may include human service vehicles, mobility management, operating, and non-vehicle capital projects. The Brown

County Planning Commission Board of Directors is scheduled to award funding to specific project(s) in October 2016.

- Consulted and/or provided information to Metro staff regarding various service, compliance, and/or other issues.
- Viewed webinar entitled *Travel/Training Professional Development Resources Webinar*.
- Viewed webinar entitled *Planning for a Healthier Future* sponsored by Transportation for America. Given the federal requirement to use a performance based approach when developing transportation plans and programs, the webinar examined ways to use of performance measures to improve public health, address social equity concerns, and advance environmental quality.
- Participated in the July 13 meeting of the NE WI Regional Access to Transportation Committee. The purpose of the committee is to address issues relating to transportation for low income populations, seniors, and individuals with disabilities. Emphasis is placed on coordination and funding.
- Attended the second Rural Specialized Transportation Study Committee. The study has been commissioned by the Aging and Disabilities Resource Center of Brown County and will be authored by Aaron Schuette, Principal Planner. Recommendations coming from the plan will be key input to the required coordinated public-transit human services transportation plan. Recorded and assisted in writing meeting minutes.
- Participated in the Brown County Planning Commission Board of Directors meeting on June 1.
- Participated in the Transportation Coordinating Committee meeting on June 13. Recorded and wrote minutes.
- Participated in the Green Bay Transit Commission meeting on June 15 and July 20 and presented the May 2016 edition of the *Green Bay Metro – Quarterly Route Data and Analysis Report*.
- Participated in MPO staff and BCPC staff meetings as necessary.

The recent major planning activities of Jeff DuMez, GIS/Land Records Coordinator:

- Assisted in preparing the 2017 budget.
- Contacting municipalities, utilities, neighboring counties, and other agencies to determine project funding potential & partnerships for a 2017 aerial photo project. Sent letters, attended meetings, etc.
- Attended many meetings regarding the Land Information/Tax Collection System Replacement project; Assisted with RFP document development.
- Submitted ward data to the WI Legislative Technology Reference Bureau.
- Assisted the Parks Department with snowmobile trail mapping.
- Assisted Emergency Management with maps showing outdoor warning siren range estimates.
- Filed a report on the PLSS remonumentation grant activity.
- Coordinated & held a Land Information Council meeting on July 26.
- Produced a 911 data refresh for Public Safety Communications.
- Met with staff from Land & Water Conservation to determine ways the LIO can assist with data collection for field inspections.
- Attended a meeting to discuss the potential uses of 'drones' in Brown County.
- Assisted the planners with various projects and maps.
- Performed many edits to the GIS database (street additions/vacations, addressing, etc.).

- Provided GIS data and other services for WFRV, MSA Professional Services, Strategic Business Solutions Inc, United Engineering Consultants Inc, Ayres Associates, REI Engineering, GRAEF, Access Engineering, Birschbach & Associates, RA Smith National Inc, GEI Consultants, CQM Inc, Mead & Hunt, CH2M Hill, Golder Associates, Davis and Kuelthau, Titledown Surveying, Van Horn & Van Horn Surveying, JF Brennan, Kwaterski Construction, DeLeers Construction, Casagrande Realty, CoreLogic, Metzler-Hanson Realty Inc, Adashun Jones Real Estate, DAS Rentals, Northwind Tech, Virtual Properties Inc, Relyco Inc, Marquis Yachts, Mercer Technical Services, Natural Resource Tech, U.S. Geological Survey, CLR Design, Studio Gang Architects, The Ravine LLC, Penn State University, American Transmission Company, Wis Department of Transportation, UW-Madison, Bayside Inspections LLC, Oneida Tribe of Indians of WI, Ho-Chunk Nation, American Flood Services, Shawano County, City of Green Bay, City of DePere, Village of Pulaski, Village of Suamico, Village of Bellevue, Town of Eaton, Town of Humboldt, Town of Green Bay, Town of Scott, Town of Lawrence, Town of Pittsfield, and others.
- Assisted other people with miscellaneous service, data, and training requests.
- Attended staff meetings as needed.

The recent major planning activities of Todd Mead, Planner I - Housing:

- Prepared and ordered five (5) interim site inspections for the Northeastern Wisconsin Community Development Block Grant (CDBG) Housing Loan Program.
- Prepared and ordered two (2) interim site inspections for the Brown County Revolving Loan Fund (RLF) Housing Program.
- Prepared and ordered four (4) housing quality standards (HQS) inspections for CDBG clients.
- Prepared and ordered ten (10) final site inspections for CDBG clients.
- Prepared and ordered two (2) final site inspections for RLF clients.
- Prepared and ordered one (1) lead-based paint assessment test for a CDBG client.
- Prepared and ordered two (2) lead-based paint assessment tests for RLF clients.
- Prepared and ordered four (4) lead-based paint clearances for CDBG clients.
- Prepared and ordered one (1) lead-based paint clearance for a RLF client.
- Met with eleven (11) CDBG clients and their contractors to prepare them for their future rehabilitation project.
- Met with two (2) RLF clients and their contractors to prepare them for their future rehabilitation project.
- Opened fifteen (15) new CDBG applications.
- Denied and closed out one (1) CDBG application.
- Prepared and closed eighteen (18) CDBG Housing Rehabilitation Loans.
- Prepared and closed two (2) RLF Housing Rehabilitation Loans.
- Submitted and corresponded with eleven (11) bid documents to CDBG applicants for future rehab projects.
- Submitted and corresponded with two (2) bid documents to RLF applicants for their future rehab project.
- Prepared, reviewed and finalized one (1) subordination agreement for an existing CDBG client.
- Reviewed and prepared two (2) satisfactions for existing CDBG clients for home sale.
- Reviewed and prepared one (1) satisfaction for an existing RLF client for home sale.
- Prepared for one Door County CDBG down payment home purchased loan.

- Attended monthly Brown County Lead Paint Coalition meetings.
- Attended staff meetings.
- Worked with Pam Daye with Aging Disability Resource Center (ADRC) of Marinette to develop a list of Marinette County's applications and mail out to that list in need of our NE Wisc Regional CDBG Program.
- Continued to work on new and existing applicant files from Northeastern Wisconsin CDBG counties.
- Continued to work on new and existing applicant files from Brown County RLF Program.
- Continued general outreach and marketing efforts for our RLF and CDBG-Housing Loan Programs.

The recent major planning activities of Ker Vang, Planner I (GIS/Transportation):

Daily Work

Addressing

- Assigned two addresses for the Town of Green Bay.
- Assigned two addresses for the Town of Pittsfield.
- Assigned an address for the Town of New Denmark.
- Assigned two addresses for the Town of Eaton.

Brown County Bike and Pedestrian Plan

- Reviewed the bicycle and pedestrian facility recommendations in the 2011 Brown County Bicycle and Pedestrian Plan and compared them with each individual community's Comprehensive Plan, Safe Routes to School Plan, and/or Bicycle and Pedestrian Plan recommendations.

Green Bay Metro

- Updated route 19-G Line.
- Updated limited service routes (65am, 65pm, 70am, 70pm, 71am, 71pm, 72pm, 75am, 75pm, 76am, 76pm, 78am, and 78pm).

Performance Measures

- Completed the Green Bay Metropolitan Area Transportation System Performance Measures report.

Transportation Improvement Program

- Completed an update to TIP maps A, C, D, E, F, G, H, and I.

Website

- Updated website as needed (agendas, minutes, TIP amendment, etc.).

Meetings

- Participated in MPO staff meetings every Monday morning as needed.
- Participated in PALS staff meetings monthly as scheduled.